

Board of Education Regular Meeting  
Monday, July 13, 2020 7:00 PM

District Office  
410 South St  
Seward, NE 68434

## **Agenda**

1. Preliminary Procedures
  1. Call meeting to order & announce Open Meetings Act is Posted
  2. Public Notice as publicized per board policy
  3. Roll Call
    1. Action to excuse board members if necessary
  4. Pledge of Allegiance
  5. **1.5 Mission    The school district of Seward--where every student, every day is a success--affirms that all students will have the skills to become productive and contributing members of a global community. In cooperation with family and community members, the district is committed to the development of each student academically, emotionally, socially, and physically.**
  6. Approval of Agenda
2. Public Forum: (The Board President reserves the right to place time limits on individuals and topics.)
  1. Public Forum on Agenda Items: This is your opportunity to speak to items on the agenda. If you are not a part of the presentation of the agenda item you need to speak now. Thank you for your participation.
  2. Public Forum on Any Topic: This is your opportunity to speak to any topic concerning the school district. Since it is not an agenda item the board cannot discuss or take action at this time on the matter. Future discussion can be requested as an agenda item. Thank you for your participation.
3. Reports
  1. Superintendent's Report
4. Discussion Items
  1. Graduation
  2. Fall Reopening
5. Old Business
  1. Seward High School Student Handbook
6. New Business
  1. First Reading of Revised and New Board Policy for 2020-2021
  2. Milk Bids
  3. Bowling for Seward High School
  4. 2020-2021 Staff Handbook
7. Future Agenda Items
8. Consent Agenda
  1. Approval of Minutes
  2. Approval of Financial Reports
    1. Treasurer
    2. Budget

- 3. Activities
  - 4. Athletic
- 3. Approval of Claims
  - 1. General Fund
  - 2. Special Building Fund
  - 3. Depreciation Fund
- 4. Approval of Consent Agenda
- 9. Adjournment

Please publish the following legal notice in the July 8, 2020 edition of the Seward County Independent. Thank you.

### NOTICE OF SCHOOL BOARD MEETING

The board of education of the School District of Seward will meet in regular session on Monday, July 13, 2020 at 5:30 p.m. for a board study session to be followed by the 7:00 p.m. regular business meeting. The meeting will be held at the Administrative Offices located at 410 South St., Seward, Nebraska. An agenda for the meeting which shall be kept continually current is readily available for public inspection at the Superintendent's Office during normal business hours.

To view the agenda go to <http://SewardPublicSchools.org/> and find the eMeeting link.

## NASB Monthly Update for Board Meetings - Agenda Item: JULY 2020

*View the Monthly Update in video form now at:*

<https://vimeo.com/434109116>

### "NASB Update"

As a board, some items you should be focused on during June include:

- Monitor progress of district goals, link goals to discussion and action items; Strategic Plan Progress Report
- Board/Administrators Budget Work Session; Certification of District's Assessed Valuation; Public Budget Hearing / Adopt Budget due on or before September 20
- Review Alternative Education Program
- Learning Community attendance reports and budget due September 1
- Board/All Staff Gathering; Negotiations employee's agent request recognition due September 1 (year preceding contract year)
- Committee on American civics due beginning of school year; State school safety director is required to complete an assessment of the security of each school building no later than August 31, 2020.

### NASB COVID-19 LINKS

- <http://members.nasbonline.org/index.php/news-resources/covid-19-resources>
- We've added a TON of fresh items & updates including links to Contingency Planning; Info on Masks in Schools from the NMA, NAFP & NDE; a letter to Secretary DeVos; CARES letter to our federal delegation, YouTube updates & more!

### Networking, Events & SBM Networking Call Info:

- <http://members.nasbonline.org/index.php/events>
- ***NASB has hosted networking calls amongst school board members throughout March, April, May and June. We appreciate those of you have been able to participate.***
- The first of 3 **Candidate Webinars** will be July 27 from 6:00 to 7:30 PM CT
- Area Membership Meetings are currently scheduled for August & September ... more to come!
- Is this year's Board Member of the Year on your Board? Nominations for the annual Ann Mactier Award are due Sept 30<sup>th</sup> at <http://members.nasbonline.org/index.php/board-leadership/ann-mactier-school-board-member-of-the-year-award>

### Advocacy/2020 Legislative Session:

- Thanks to all board who submitted a Legislative Proposals to the NASB Legislation Committee. The Committee meets later this month to go over everything.



- The 2020 legislative session is currently scheduled to resume July 20 and wrap up mid-August. During the pause, senators and their offices have continued their work.
- A priority for the reconvening session will be budget adjustments and bills that deal with the pandemic. Most other bills will likely be tabled. LB 1106, formerly LB 974, (the education funding reform/property tax bill) is still a priority for Sens. Linehan and the Revenue committee. We have shared our concerns with the committee, and with the press.
- Stay engaged during the Session and follow along with the bills NASB is tracking at: <https://nasb.envisiams.com/legislative-bills> and through NASB's **Legislative Notes** e-updates.

Follow NASB on twitter at [www.twitter.com/NASBOnline](https://twitter.com/NASBOnline) using the hashtag #liveNASB  
and on facebook at [www.facebook.com/NASBOnline](https://www.facebook.com/NASBOnline)

Watch all of the NASB videos at [www.vimeo.com/NASBOnline](https://www.vimeo.com/NASBOnline)

To see a quick glimpse at the various items the NASB is involved in, check out pages 10 & 11 each month in the **Board Notes newsletter** for "This Month In ...". To access the latest newsletter, click here:

<http://members.nasbonline.org/index.php/news-resources/board-notes>



NEBRASKA DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Directed Health Measure Order 2020—FCHD-004

Pursuant to Neb. Rev. Stat. §§ 71-502 and 81-601 and Title 173 Neb. Admin. Code Ch. 6 the Nebraska Department of Health and Human Services (“Department”) may exercise its authority to order Directed Health Measures necessary to prevent the spread of communicable disease, illness, or poisoning. The objectives of this order are to reduce morbidity and mortality; minimize disease transmission; protect health care personnel and preserve health care system functioning.

Having reviewed information from the United States Department of Health and Human Services Centers for Disease Control and Prevention (“CDC”), local public health departments, treating health care providers and health care facilities, and other public health, security, and law enforcement authorities; having consulted with medical and communicable disease control personnel of the Department; and having considered directives and guidelines issued by the CDC and other public health authorities, the Director finds as follows:

That a member or members of the public have been exposed to a communicable disease known as COVID-19; there are now confirmed cases of “community spread” or “community transmission” of COVID-19 in the areas subject to this Directed Health Measure.

That multiple areas of the United States are experiencing “community spread” of the virus that causes COVID-19. Community spread, defined as the transmission of an illness for which the source is unknown, means that isolation of persons traveling from known areas of infection is no longer enough to control spread.

That exposure presents a risk of death or serious long-term disabilities to any person; the exposure is wide-spread and poses a significant risk of harm to people in the general population; there is a particular subset of the population that is more vulnerable to the threat and thus at increased risk; and the threat is from a novel infectious disease.

That the immediate implementation of the following Directed Health Measures is necessary to ensure that members of the public do not gather in large numbers, in close proximity to each other, or in enclosed spaces, thereby endangering the health of themselves and the public.

That one of the goals of the following Directed Health Measures is to minimize in-person interaction, which is the main means of transmission of COVID-19.

That gatherings, entertainment venues, restaurants, and bars increase and encourage talking, touching, and other social interaction in environments with a multitude of hard surfaces.

That requiring individuals who test positive for COVID-19 or who have the following symptoms—fever of 100.4 F. or above, or a sudden onset of a cough or sudden onset of shortness of breath—to home-Isolate, unless Isolated in a health care facility, for a period of no less than ten (10) days from the date of the first-positive test or onset of symptoms per attached Quarantine and Isolation Directions is the least restrictive practical means of Isolating those individuals that effectively protects unexposed and susceptible individuals. Home-Isolation shall be per the attached Quarantine and Isolation Directions. Individuals with the above-listed symptoms who have tested positive for influenza or an alternative diagnosis including seasonal allergies or other chronic condition are **not** subject to Isolation under this Order.

That requiring individuals who have had Close Contact (see attached Quarantine and Isolation Directions definitions) to home-Quarantine, unless Quarantined in a health care facility, for a period of no less than fourteen (14) days from the date of their last exposure to a person who tested positive or exhibited or exhibits the above symptoms per attached Quarantine and Isolation Directions is the least restrictive practical means of Quarantining those individuals that effectively protects unexposed and susceptible individuals. Home-Quarantine shall be per the attached Quarantine and Isolation Directions. Individuals who have had Close Contact with individuals who have tested positive for influenza or an alternative diagnosis including seasonal allergies or other chronic condition are **not** subject to quarantine under this Order.

That a home-Isolation and Quarantine will allow the most freedom of movement and communication with family members and other contacts without allowing the transmission of COVID-19 to others, and a home-Isolation or Quarantine will allow the appropriate level of medical care needed for the quarantined individuals unless it is necessary to admit the Isolated or Quarantined individuals to a health care facility.

That hospital capacity and health care resources including health care personnel hours and/or medical supplies, such as personal protective equipment, are being depleted by elective surgeries and elective procedures and that a shortage of hospital capacity or health care resources will hinder efforts of health care personnel and health care facilities to treat persons who test positive for COVID-19.

That a delay in the imposition of an effective Directed Health Measure would significantly jeopardize the ability to prevent or limit the transmission of COVID-19 or pose unacceptable risks to any person or persons.

That the following Directed Health Measures have been identified as effective against public health threats by the CDC and other similar public health authorities to effectively prevent, limit, or slow the spread of COVID-19.

- I. Based on conditions in the following areas, the following Directed Health Measures are hereby ordered for Polk, Butler, York and Seward counties, effective 12:00 AM, July 6, 2020 and continuing through 11:59 PM, July 31, 2020; unless renewed, extended, or terminated by subsequent order, all persons in all the aforementioned county(s) are ordered to comply:

1. Gatherings are hereby restricted;

A gathering is defined as any event or convening that brings together more than ten (10) patrons, customers or other invitees, excluding staff, in a single room or single space at the same time, including but not limited to, pre-schools, fairgrounds, fairs, festivals, auditoriums, stadiums, arenas, large event conference rooms, meeting halls, libraries, in-door or out-door arenas, tracks, bowling alleys, zoos, aquariums, swimming pools, or any other confined indoor or outdoor space.

Gatherings are restricted to: fifty percent (50%) for an indoor facility's applicable rated occupancy (excluding staff) or seventy-five percent (75%) for outdoor facility of the applicable rated occupancy (excluding staff). No gathering may exceed 10,000 individuals.

Any one party at a gathering may not exceed eight (8) individuals.

Parades, carnivals, midways, dances (excluding dance recitals), street dances, and beer gardens are prohibited. Processions of occupied motor vehicles in which occupants do NOT leave their vehicle and attendees do NOT line the street or gather to watch ARE permitted. Dancing is permitted at private events (events with set invitee lists, i.e. wedding receptions, proms etc.).

Drive-in movie theatres may open at full capacity so long as parties remain in their vehicles while viewing the movie and lines for concessions and restrooms areas must have an environment where patrons and staff maintain social distancing (a distance of six feet away from other persons) whenever possible.

Plans for Reopening: Except in counties with a population of five-hundred-thousand (500,000) or more, venues with a rated capacity of five-hundred (500) or more individuals must submit a "plan for reopening" to the applicable Local Public Health Department BEFORE reopening, the plan must contain at a minimum the following: planned number of guests/attendees, how the venue will meet applicable social distancing guidelines, sanitation guidelines and any other applicable DHM requirement. All plans must be approved by the Local Public Health Department prior to reopening. "Plans for Reopening" previously submitted under prior DHMs will need to be resubmitted for approval, if venues intend to exceed the prior DHM's occupancy (gathering) restrictions.

For counties with a population of five-hundred-thousand (500,000) or more individuals, venues with a rated capacity of one-thousand (1,000) or more individuals must submit a “plan for reopening” to the applicable Local Public Health Department BEFORE reopening, the plan must contain at a minimum: planned number of guests/attendees, how the venue will meet applicable social distancing guidelines, sanitation guidelines and any other applicable DHM requirement. All plans must be approved by the Local Public Health Department prior to reopening. “Plans for Reopening” previously submitted under prior DHMs will need to be resubmitted for approval, if venues intend to exceed the prior DHM’s occupancy (gathering) restrictions.

For the purpose of clarity, a gathering does not include normal operations at airports, bus and train stations, health care facilities and services (as defined in the Health Care Facility Licensure Act NEB. REV. STAT. §§ 71-401 to 71-475), other mental health and/or substance use treatment day programs which are not required to be licensed (such as Day Rehabilitation or Day Treatment), shopping malls and centers, or other spaces where ten or more persons may be in transit. It also does not include typical office environments, factories, or retail or grocery stores where large numbers of people are present but it is typically unusual for them to be within six feet of one another. It also does not include events at which members of the media may need to be present, courts of law, public utilities, state, county, and city operations, election offices and polling places on election day, logistics/distribution centers, or family residences housing ten or more people. It also does not include religious services (see Religious service section below). However these settings are directed to use heightened, diligent and effective disinfection of exposed surfaces meeting the directions of the Nebraska Department of Health and Human Services, Centers for Disease Control and Prevention and the Environmental Protection Agency.

2. Specific Venue (non-gathering) restrictions; The following venues are NOT subject to the general gathering requirements:

Venues such as fitness centers/clubs, gymnasiums, gyms, school-gyms/weight rooms, health clubs, health spas, martial arts studios, and gymnastics gyms shall be limited to seventy-five (75%) of rated occupancy.

Beauty/nail salons, barber shops, massage therapy services, tattoo parlors/body art facilities shall require the use of masks, or other item sufficient to cover an individual’s mouth and nose, for all staff, practitioners and patrons. Patrons receiving services on or to the face directly may unmask for the duration of the service. These locations/services shall further be limited to seventy-five percent (75%) of rated occupancy.



Restaurants, bars, taverns, private clubs, bottle clubs, and gentleman clubs, regardless of name or characterization, shall limit parties to no more than eight (8) individuals. Parties must be seated at tables, unless ordering, using restrooms, playing or participating in games. Items should not be shared or distributed between different dining parties or tables. Carry-out, drive-through, and delivery are permitted. Self-service buffets and self-service food bars are prohibited. Lines for carry-out, drive-through, restrooms and ordering in the above-referenced establishments must have an environment where patrons and staff can maintain social distancing (a distance of six feet away from other persons) whenever possible. Restaurants at bowling alleys will be treated as restaurants while the bowling area is considered under gathering requirements.

Wedding and funeral receptions shall limit parties to no more than eight (8) individuals. Self-service buffets and self-service food bars are prohibited. Venue staff must serve food directly to attendees. Dancing is permitted at wedding receptions.

3. All businesses are hereby reminded to follow any COVID-19 related safety guidelines established or published by their respective professional, regulatory or advisory associations or agencies relating to or regarding the use of PPE.
4. Individuals who test positive for COVID-19 or who have the following symptoms—fever of 100.4 F. or above, or a sudden onset of a cough or sudden onset of shortness of breath—shall home-Isolate, unless Isolated in a health care facility, for a period of no less than ten (10) days from the date of the first-positive test or onset of symptoms per attached Quarantine and Isolation Directions. Individuals with the above-listed symptoms who have tested positive for influenza or an alternative diagnosis including seasonal allergies or other chronic condition **not** subject to Isolation under this Order.

Individuals who have had Close Contact (see attached Quarantine and Isolation Directions definitions) shall home-Quarantine, unless Quarantined in a health care facility, for a period of no less than fourteen (14) days from the date of their last exposure to a person who tested positive or exhibited or exhibits the above symptoms per attached Quarantine and Isolation Directions. Individuals who have had Close Contact with individuals who have tested positive for influenza or an alternative diagnosis including seasonal allergies or other chronic condition are **not** subject to Quarantine under this Order.

Please see the attached, and hereby incorporated in full, Quarantine and Isolation directions, per 173 NAC 6-006.03B.

5. Team Sports have been characterized by contact level (contact, limited-contact, non-contact) based upon guidance from the April 2008 “American

Academy of Pediatrics Classification of Sports According to Contact”. These categories will be used while determining the opening/restriction of team sports. In addition to the below Sports restrictions, the “Statewide Sports Reopening Guidelines” are hereby ordered, and fully incorporated herein. These guidelines shall govern all Adult, Youth and School Sports not otherwise specifically exempted.

Adult, Youth and School Limited and Non-contact team sports (including but not limited to: baseball, softball and volleyball) practices may continue per Statewide Sports Reopening Guidelines.

Adult, Youth, and School Limited and Non-contact team sports (including but not limited to: baseball, softball and volleyball) games may continue per Statewide Sports Reopening Guidelines.

Adult, Youth and School Rodeo events may continue per Statewide Sports Reopening Guidelines. Rodeo events must meet “Gathering” requirements contained herein.

Adult, Youth and School Contact sports (including but not limited to: basketball, tackle football, soccer, and wrestling) games and practices may begin July 1, 2020 per Statewide Sports Reopening Guidelines.

6. Religious services, including weddings or funerals, are allowed. During religious ceremonies and services, items should not be shared or distributed between different parties.
7. Daycare/childcare services: Not withstanding any other state statute, regulation, or order, daycare/childcare services may not exceed the lessor of the current license limit or:
  - Fifteen (15) children per room/space for infant to three (3) year olds
  - Twenty (20) children per room/space for three (3) year olds
  - Twenty-Four (24) Children per room/space for four (4) and five (5) year olds
  - Thirty (30) school-age (K-12) children per room/space

Statutory and regulatory staff-to-child ratio requirements are still applicable and enforceable.

8. Every individual who enters the State of Nebraska as the final destination from any international point of origin, and individuals who reside or resided with an individual who enters the State of Nebraska as the final destination from any international point of origin, shall home-quarantine, per attached Quarantine and Isolation Directions, for a period of no less than fourteen (14) days from the time of entry into Nebraska or the duration of the individual’s presence in Nebraska, whichever is shorter. This restriction

shall not apply to individuals traveling in connection with military service or in connection with employment at a health care facility.

9. Any employer required by law to provide housing to an employee or worker and who provides congregate or shared housing to employees or workers, must, at minimum, (1) post signage throughout the shared or congregate housing communicating prevention measures such as proper cleaning, disinfection, hand washing, cough etiquette, and avoiding non-essential physical contact, (2) daily clean and disinfect shared areas in such housing, (3) perform daily verbal screening and temperature checks of all employees or workers living in employer provided shared or congregate housing, (4) provide alternative housing arrangements for any employee or worker who tests positive for COVID-19 or who have the following symptoms – fever of 100.4 F. or above, or a sudden onset of a cough or sudden onset or shortness of breath – separate from housing provided to employees or workers who test negative for COVID-19 or are without symptoms, (5) provide alternative housing arrangements for any employee or worker who had close contact with a confirmed or suspected COVID-19 case separate from housing provided to employees or workers who test negative for COVID-19 or are without symptoms, and separate from any employee or worker who tests positive for COVID-19 or who have the following symptoms – fever of 100.4 F. or above, or a sudden onset of a cough or sudden onset or shortness of breath, and (6) thoroughly clean and disinfect all housing areas where a confirmed or suspected COVID-19 case spent time.

- II. This order supersedes previous Directed Health Measure Orders 2020-001, 2020-002, 2020-003, 2020-004, 2020-005, 2020-006, 2020-007, 2020-008, 2020-009, 2020-010, 2020-011, FCHD-001, FCHD-002 and FCHD-003 for the aforementioned county(s), provided, this Order does not supersede the provisions of any Directed Health Measure(s) issued by Local Health Departments, except that the Directed Health Measures contained in this order are binding and enforceable regardless of any Directed Health Measure(s) issued by Local Health Departments or municipalities.

This Order will remain in effect no longer than necessary to ensure that individuals or groups affected by COVID-19 no longer pose a public health threat.

Failure to comply with this Order will result in legal action for enforcement by civil and/or criminal remedies.

In the event of noncompliance with the terms of this Order, law enforcement and other Municipal and Local Public Health Department personnel will be required to aid the Department in enforcement of the Order, pursuant to 173 NAC 6 and NEB. REV. STAT. § 71-502.



Any person subject to this Order may request a contested case hearing to contest the validity of the Order. A request can be made to the DHHS Hearing Office by fax at 402-742-2376 or requested by phone at 402-471-7237.

Upon request, the Department will schedule a hearing to be held as soon as reasonably possible under the circumstances. Unless requested otherwise, the hearing will be scheduled no sooner than three days after the request is received by the Department. The hearing will be conducted in accord with the Department's rules of practice and procedure adopted pursuant to the Administrative Procedure Act.

The parties to the hearing will be limited to the Department and requesting party unless one or more additional persons have requested contested case hearings on substantially identical issues; the interests of administrative economy require that the matters be consolidated; and no party would be prejudiced by consolidation, in which case notice of the consolidation will issue.

A party may be represented by counsel at the party's own expense, or may appear *pro se* if a natural person.

Reasonable prior notice of the time and place for hearing will be given. The hearing may be conducted in whole or in part by telephone.

The purpose of the hearing is to determine if the factual bases for the Order exist and the reasonableness of the ordered measures. The Director may affirm, reverse or modify the Order by a written Findings of Fact, Conclusions of Law, and Order to be issued as soon as reasonably possible after the hearing.

For the Nebraska Department of Health and Human Services:

Gary Anthone, MD  
Gary Anthone, MD  
Chief Medical Officer/Director of Public Health

7-2-20  
Date

*Pursuant to Title 173 Neb. Admin. Code. Ch. 6, 007.02, this Order has been provided to and shall be disseminated through mass media.*

## **Quarantine and Isolation Directions**

### **Symptoms of the subject disease and course of treatment:**

These symptoms may appear 2-14 days after exposure: fever of 100.4 degrees Fahrenheit or above, cough, and shortness of breath. Follow your medical provider's directions for course of treatment. Emergency warning signs for COVID-19 require medical attention immediately. Emergency warning signs include: trouble breathing, persistent pain or pressure in the chest, new confusion or inability to arouse and bluish lips or face. Consult your medical provider for any other symptoms that are severe or concerning.

### **Instructions on the disinfecting or disposal of any personal property;**

#### **Surfaces**

- Wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes. Consult the manufacturer's instructions for cleaning and disinfection products used. Clean hands immediately after gloves are removed.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.
  - Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.
    - Prepare a bleach solution by mixing:
      - 5 tablespoons (1/3<sup>rd</sup> cup) bleach per gallon of water or
      - 4 teaspoons bleach per quart of water
  - Products with EPA-approved emerging viral pathogen claims <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2> are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
  - Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely, or Use products

with the EPA-approved emerging viral pathogens claims (examples at this link <https://www.americanchemistry.com/Novel-Coronavirus-Fighting-Products-List.pdf> that are suitable for porous surfaces.

Clothing, towels, linens and other items that go in the laundry

- Wear disposable gloves when handling dirty laundry from an ill person and then discard after each use. If using reusable gloves, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other household purposes. Clean hands immediately after gloves are removed.
  - If no gloves are used when handling dirty laundry, be sure to wash hands afterwards.
  - If possible, do not shake dirty laundry. This will minimize the possibility of dispersing virus through the air.
  - Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry from an ill person can be washed with other people's items.
  - Clean and disinfect clothes hampers according to guidance above for surfaces. If possible, consider placing a bag liner that is either disposable (can be thrown away) or can be laundered.

**Precautions to prevent the spread of the subject disease;**

Stay home except to get medical care.

- Stay home: People who are mildly ill with COVID-19 are able to recover at home. Do not leave, except to get medical care. Do not visit public areas.
- Stay in touch with your doctor. Call before you get medical care. Be sure to get care if you feel worse or you think it is an emergency.
- Avoid public transportation: Avoid using public transportation, ride-sharing, or taxis.

Separate yourself from other people in your home, this is known as home isolation

- Stay away from others: As much as possible, you should stay in a specific "sick room" and away from other people in your home. Use a separate bathroom, if available.
- Limit contact with pets & animals: You should restrict contact with pets and other animals, just like you would around other people.
  - Although there have not been reports of pets or other animals becoming sick with COVID-19, it is still recommended that people with the virus limit contact with animals until more information is known.

- o When possible, have another member of your household care for your animals while you are sick with COVID-19. If you must care for your pet or be around animals while you are sick, wash your hands before and after you interact with them.

#### Call ahead before visiting your doctor

- Call ahead: If you have a medical appointment, call your doctor's office or emergency department, and tell them you have or may have COVID-19. This will help the office protect themselves and other patients.

#### Wear a facemask if you are sick

- If you are sick: You should wear a facemask when you are around other people and before you enter a healthcare provider's office.
- If you are caring for others: If the person who is sick is not able to wear a facemask (for example, because it causes trouble breathing), then people who live in the home should stay in a different room. When caregivers enter the room of the sick person, they should wear a facemask. Visitors, other than caregivers, are not recommended.

#### Cover your coughs and sneezes

- Cover: Cover your mouth and nose with a tissue when you cough or sneeze.
- Dispose: Throw used tissues in a lined trash can.
- Wash hands: Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.

#### Clean your hands often

- Wash hands: Wash your hands often with soap and water for at least 20 seconds. This is especially important after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- Hand sanitizer: If soap and water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry.
- Soap and water: Soap and water are the best option, especially if hands are visibly dirty.
- Avoid touching: Avoid touching your eyes, nose, and mouth with unwashed hands.

#### Avoid sharing personal household items

- Do not share: Do not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home.

- Wash thoroughly after use: After using these items, wash them thoroughly with soap and water or put in the dishwasher.

Clean all "high-touch" surfaces everyday

**You have a right to an independent medical exam at your own expense.**

**Provisions to ensure and monitor compliance;**

Self-monitor twice daily for fever and other symptoms listed above for fourteen days. Coordinate with your health care provider and local public health department.

**Definitions:**

**Close contact:** an individual who has been within 6 feet (2 meters) of a person who tested positive or someone with the following symptoms : fever of 100.4 F. or above or sudden onset of a cough or sudden onset of shortness of breath, for at least 10 minutes.

**Quarantine:** persons with exposure to someone who tested positive or someone with the following symptoms: fever of 100.4 F. or above or sudden onset of a cough or sudden onset of shortness of breath, , or international travel, should remove themselves from situations where others could be exposed/infected, and self-monitor for symptom development.

**Isolation:** persons who have tested positive or who develop symptoms consistent with COVID-19 (fever of 100.4 F. or above, or a sudden onset of a cough or sudden onset of shortness of breath) should eliminate contact with others.

**Isolation Directions:**

Individuals who tested positive for COVID-19 who have symptoms or had the following symptoms: fever of 100.4 F. or above or sudden onset of a cough or sudden onset of shortness of breath, may discontinue quarantine under the following conditions:

- at least ten (10) days have passed since onset of symptoms **AND**
- symptoms have improved **AND**
- the individual has been fever-free for at least 72 hours without the use of fever-reducing medication.

Individuals who tested positive for COVID-19 who do NOT have symptoms may discontinue quarantine under the following conditions:

- at least ten (10) days have passed since the date of their 1<sup>st</sup> positive test **AND**
- have had no symptom development **AND**

- for 3 days following discontinuation of quarantine, these people must continue to limit contact (stay 6 feet away from others) and when possible wear a face covering (such as a bandana or cloth mask).

#### Quarantine Directions:

Individuals who are close contacts with a person who has tested positive or have the following symptoms: fever of 100.4 F. or above or sudden onset of a cough or sudden onset of shortness of breath, may discontinue quarantine under the following conditions:

- at least 14 days have passed since the last close contact exposure with positive individual or individual with symptoms listed above **AND**
- have had no symptom development

## Statewide Sports Reopening Guidelines

Updated June 19, 2020

The below guidelines lay out the planned reopening of certain sports. The State of Nebraska will utilize the April 2008 American Academy of Pediatrics Classification of Sports According to Contact as a guideline for opening sports of differing contact levels. Violation of these rules may mean a team is prohibited from practicing or playing games for the entire summer.

The below guidelines apply only to team sports. Individual sports such as golf and tennis (including doubles tennis) are not prohibited under any Directed Health Measure (DHM), however, participants must practice social/physical distancing.

### Classification of Team Sports According to Contact Level

| Contact          | Limited-Contact         | Non-Contact                 |
|------------------|-------------------------|-----------------------------|
| Basketball       | Baseball                | Badminton                   |
| Boxing           | Football, flag or touch | Bowling                     |
| Cheerleading     | Softball                | Crew/Rowing                 |
| Football, tackle | Volleyball              | Curling                     |
| Gymnastics       |                         | Dance                       |
| Hockey           |                         | Rodeo* and horseback riding |
| Lacrosse         |                         | Swimming                    |
| Martial arts     |                         | Track and field events      |
| Rugby            |                         |                             |
| Soccer           |                         |                             |
| Wrestling        |                         |                             |

\* Exception for rodeo as there is limited or no contact with other people, primary contact is with animals.

### Timeline

- **June 1:**  
Noncontact and Limited-Contact Sports **practices** may begin unless circumstances dictate a change in date.
- **June 18:**  
Noncontact and Limited-Contact Sports **games** may begin unless circumstances dictate a change in date.
- **July 1:**  
Contact Sports **practices and games** may begin unless circumstances dictate a change in date.

**\*All counties and sports teams should refer to their local DHM for the most up-to-date information on restrictions. DHMs can be found at <http://dhhs.ne.gov/Pages/COVID-19-Directed-Health-Measures.aspx>.**





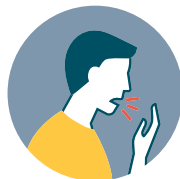
## Practices

- Schools are permitted to open weight rooms for use by all student athletes as long as they follow the same guidelines as fitness centers/clubs, gymnasiums, health clubs, and health spas.
- Players, coaches, and staff showing signs/symptoms of COVID-19 (fever over 100.4F, sudden onset of cough or sudden onset of shortness of breath) shall not participate.
  - For contact sports or sports in which players are routinely within six (6) feet throughout practices or games it is highly recommended to actively screen players, coaches, and staff prior to practice or game for signs/symptoms of COVID-19.
  - *For up-to-date information on the wide range of symptoms reported please refer to the CDC's "Symptoms of Coronavirus" found at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.*
- Dugout and bench use is allowed. Players should have designated spots to place their personal items.
- Parents should remain in their cars or drop off and pick players up afterwards.
- Players should use their own protective equipment including gloves, helmets, and bats as much as possible.
  - When protective equipment is needed to be shared, it should be disinfected between players use. Coaches are encouraged to rotate equipment when possible.
- Coaches must disinfect shared equipment before and after each practice.
- Players should wash their hands before and after each practice, especially for sports that contact between players or players handling/touching the same object(s) like a ball, mat, bats, etc.
- Coaches are responsible for ensuring social/physical distancing is maintained between players as much as possible. This means additional spacing between players while playing catch, during drills, or while waiting to participate. It is encouraged to use drills that do not require contact between players or players handling/touching the same object(s) like a ball, mat, bats, etc., as much as possible.
- Players must bring their own water/beverage to consume during and after practice. No shared drinking fountains or coolers.
- Players must bring their own snacks to consume during and after practice. No shared/communal snacks.
  - The use of sunflower seeds, tobacco products, and spitting while practicing or playing is prohibited.

## Games

- For baseball and softball, the bleachers located between the dugout and home plate should be used to help spread out players. Players should have designated spots to place their personal items. Coaches should designate an adult who is responsible for ensuring players are seated on the benches unless they are actively participating in the game.
  - For all other sports, additional benches or bleachers should be used to spread out players. Players should have designated spots to place their personal items. Coaches must designate an adult who is responsible for ensuring players are seated on the benches unless they are actively participating in the game.
- Players should use their own equipment including gloves, helmets, and bats as much as possible.
  - When protective equipment is needed to be shared, it should be disinfected between players use.
  - Coaches are encouraged to rotate equipment when possible.
- Coaches must disinfect shared equipment before and after each game/match.
- Fan attendance *will follow gathering requirements under the Directed Health Measures and if the facility/venue has a capacity of 500 or more individuals, (1,000 or more in counties over 500,000 population) shall follow reopening plans submitted, reviewed, and approved by the Local Health Department by the facility.* Fans should keep six (6) feet of social distancing between different groups. No fan seating or standing is allowed within in six (6) feet of the teams' benches or dugouts.
- Teams to play next must be provided designated areas for player warm-ups that provide for necessary physical/social distancing.
- Post-game handshakes or interaction between teams are prohibited.

- When games end, the leaving team must sanitize the dugout or bench area. No post-game talks at the field or court are permitted. Fans and players must leave the playing area and return to their cars immediately after the game.
- The team to play next must remain in their designated warm up area until the prior team has finished disinfecting and is completely out of the dugout or off of the court/field.
- Fans for upcoming games must remain in their cars during player warm ups. They will be permitted to come to the field/court once the team they are there to watch enters the playing area.
- Restrooms must be cleaned and disinfected regularly (at least every 2 hours) while players and fans are present. Markings should be placed on the ground to ensure individuals waiting to use the restroom are spaced six (6) feet apart.
- Players must bring their own water/beverage to consume during and after practices and games. No shared drinking fountains or coolers.
- Players must bring their own snacks to consume during and after practice/games. No shared/communal snacks.
  - The use of sunflower seeds, tobacco products, and spitting while practicing or playing is prohibited.
- Concession stands are allowed to open, if they meet the following:
  - Markings should be placed on the ground to ensure individuals are spaced six (6) feet apart.
  - Clean and disinfect high touch surfaces regularly while players and fans are present.
  - Staff must serve food directly to customers and remove self-serve condiment stations (e.g. provide customers with condiment packets upon request).
  - Whenever possible, practice social distancing between staff.
  - All employees directly interacting with customers should wear face coverings.
  - All food code regulations must still be followed.
  - Employees should wash hands frequently; provide hand sanitizer for customers.





# Seward High School Parent-Student Handbook



## Seward High School

home of the **Bluejays**

532 Northern Heights Drive • Seward, NE 68434

Phone: (402) 643-2988 • Fax: (402) 643-2599

[www.sewardpublicschools.org](http://www.sewardpublicschools.org)

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# Forward

## **Section 1     Intent of Handbook**

This handbook is intended to be used by parents, students, and staff as a guide to the rules, regulations, and general information about Seward High School. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and make rule revisions at any time to implement educational programs and to assure the well being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, as well as state and federal regulations.

Each year, the Board of Education shall adopt Parent-Student Handbooks. The rules, procedures, and practices adopted in the Parent-Student Handbooks shall have the effect of Board Policy.

## **Section 2     Superintendent and Members of the Board of Education**

| <b><u>Name</u></b> | <b><u>Title</u></b> |
|--------------------|---------------------|
| Dr. Josh Fields    | Superintendent      |
| Ryne Seaman        | President           |
| Jerry Rumery       | Vice President      |
| Paul Duer          | Secretary           |
| Jana Hughes        | Member              |
| Jill Hochstein     | Member              |
| Danielle Shipley   | Member              |

## **Section 3     High School Administration and Office Staff**

| <b><u>Name</u></b> | <b><u>Position</u></b>             |
|--------------------|------------------------------------|
| Scott Axt          | Principal                          |
| Jill Johnson       | Vice Principal                     |
| John Moody         | Activities Director/Social Studies |
| Charles Gebhardt   | Assistant Activities Director      |
| Craig Williams     | Technology Coordinator             |
| Noelle Baker       | Counselor                          |



Kevin Fields  
 Matt Dominy  
 Connie Biaggio  
 Jennifer Messersmith  
 Marty Telecky  
 Mary Russell  
 Carmen Johnson  
 Jennifer Anderson

Counselor  
 Curriculum and Assessment Director  
 Special Education and Special Services Director  
 Food Services Director  
 Transportation Director  
 Administrative Assistant/Bookkeeper  
 Registrar/Administrative Assistant  
 School Nurse

## Section 4 High School Teaching Staff

| <b>Name</b>         | <b>Department</b>     | <b>E-Mail</b>                                                                                |
|---------------------|-----------------------|----------------------------------------------------------------------------------------------|
| Aaron Blersch       | Mathematics           | <a href="mailto:aaron.blersch@sewardschools.org">aaron.blersch@sewardschools.org</a>         |
| Celeste Brandenburg | FCS                   | <a href="mailto:celeste.palensky@sewardschools.org">celeste.palensky@sewardschools.org</a>   |
| Emilia Brosek       | Agriculture           | <a href="mailto:emilia.brosek@sewardschools.org">emilia.brosek@sewardschools.org</a>         |
| Julie Christensen   | Media Specialist      | <a href="mailto:julie.christensen@sewardschools.org">julie.christensen@sewardschools.org</a> |
| Tiffany Core        | Special Education     | <a href="mailto:tiffany.core@sewardschools.org">tiffany.core@sewardschools.org</a>           |
| Erica Crouch        | Language Arts/Speech  | <a href="mailto:erica.crouch@sewardschools.org">erica.crouch@sewardschools.org</a>           |
| Pam Franck          | Mathematics           | <a href="mailto:pam.franck@sewardschools.org">pam.franck@sewardschools.org</a>               |
| Craig Frederick     | Agriculture           | <a href="mailto:craig.frederick@sewardschools.org">craig.frederick@sewardschools.org</a>     |
| Jeremy Fries        | Mathematics/Striv TV  | <a href="mailto:jeremy.fries@sewardschools.org">jeremy.fries@sewardschools.org</a>           |
| Charles Gebhardt    | Mathematics/Chemistry | <a href="mailto:charles.gebhardt@sewardschools.org">charles.gebhardt@sewardschools.org</a>   |
| Laura Goracke       | Science               | <a href="mailto:laura.goracke@sewardschools.org">laura.goracke@sewardschools.org</a>         |
| Jeff Hass           | Industrial Arts       | <a href="mailto:jeff.hass@sewardschools.org">jeff.hass@sewardschools.org</a>                 |
| Jordan Hinrichs     | Math/Physics          | <a href="mailto:jordan.hinrichs@sewardschools.org">jordan.hinrichs@sewardschools.org</a>     |
| Kurt Holliday       | Industrial Technology | <a href="mailto:kurt.holliday@sewardschools.org">kurt.holliday@sewardschools.org</a>         |
| Amanda Kenney       | Instrumental Music    | <a href="mailto:amanda.kenney@sewardschools.org">amanda.kenney@sewardschools.org</a>         |
| Nate Knott          | Art                   | <a href="mailto:nate.knott@sewardschools.org">nate.knott@sewardschools.org</a>               |
| Kelley Limback      | Language Arts         | <a href="mailto:kelley.limback@sewardschools.org">kelley.limback@sewardschools.org</a>       |
| <b>Trevor Menke</b> | <b>Social Science</b> | <a href="mailto:trevor.menke@sewardschools.org">trevor.menke@sewardschools.org</a>           |
| Wade Miller         | Business              | <a href="mailto:wade.miller@sewardschools.org">wade.miller@sewardschools.org</a>             |
| Chris Oerman        | Spanish               | <a href="mailto:chris.oerman@sewardschools.org">chris.oerman@sewardschools.org</a>           |
| Jamie Opfer         | Health & P.E.         | <a href="mailto:jamie.opfer@sewardschools.org">jamie.opfer@sewardschools.org</a>             |
| Tom Pallas          | Language Arts & P.E.  | <a href="mailto:tom.pallas@sewardschools.org">tom.pallas@sewardschools.org</a>               |
| Lynnette Petersen   | Special Education     | <a href="mailto:lynnette.petersen@sewardschools.org">lynnette.petersen@sewardschools.org</a> |
| Angela Pfeiffer     | Special Education     | <a href="mailto:angela.pfeiffer@sewardschools.org">angela.pfeiffer@sewardschools.org</a>     |
| Jenny Pinkall       | Science & P.E.        | <a href="mailto:jenny.pinkall@sewardschools.org">jenny.pinkall@sewardschools.org</a>         |
| Pat Piskorski       | Science               | <a href="mailto:pat.piskorski@sewardschools.org">pat.piskorski@sewardschools.org</a>         |
| Jim Placke          | Physical Education    | <a href="mailto:jim.placke@sewardschools.org">jim.placke@sewardschools.org</a>               |
| Melissa Pohl        | Language Arts         | <a href="mailto:melissa.pohl@sewardschools.org">melissa.pohl@sewardschools.org</a>           |
| Ashlee Rickert      | Language Art          | <a href="mailto:ashlee.rickert@sewardschools.org">ashlee.rickert@sewardschools.org</a>       |
| Ben Rickert         | Vocal Music           | <a href="mailto:ben.rickert@sewardschools.org">ben.rickert@sewardschools.org</a>             |
| Kyle Royuk          | Math                  | <a href="mailto:kyle.royuk@sewardschools.org">kyle.royuk@sewardschools.org</a>               |
| Becky Snyder        | Spanish               | <a href="mailto:becky.snyder@sewardschools.org">becky.snyder@sewardschools.org</a>           |
| TJ Towle            | Alternative School    | <a href="mailto:tj.towle@sewardschools.org">tj.towle@sewardschools.org</a>                   |
| Tom Tvrdy           | Social Science        | <a href="mailto:tom.tvrdy@sewardschools.org">tom.tvrdy@sewardschools.org</a>                 |
| Kristen Upton       | Spanish               | <a href="mailto:kristen.upton@sewardschools.org">kristen.upton@sewardschools.org</a>         |
| Dory von Kampen     | Language Arts         | <a href="mailto:dory.vonkampen@sewardschools.org">dory.vonkampen@sewardschools.org</a>       |
| Tom Widler          | Business & Computers  | <a href="mailto:tom.widler@sewardschools.org">tom.widler@sewardschools.org</a>               |
| Russ Wissing        | Math & Computers      | <a href="mailto:russ.wissing@sewardschools.org">russ.wissing@sewardschools.org</a>           |

## Section 5      Extracurricular Assignments/Committees

| <b>Activity</b>                 | <b>Coaches/Sponsors/Team Members</b>                                                                                                           |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Football</b>                 | Jamie Opfer (Head Coach), Wade Miller, Casey Makey, Jeff Hass, Nate Knott                                                                      |
| <b>Softball</b>                 | Rich Eber (Head Coach), Brock Anderson                                                                                                         |
| <b>Cross Country</b>            | Kurt Holliday (Head Coach), Kyle Royuk                                                                                                         |
| <b>Girls Golf</b>               | Jim Placke (Head Coach)                                                                                                                        |
| <b>Volleyball</b>               | Tom Pallas (Head Coach), Kelley Limback                                                                                                        |
| <b>Boys Basketball</b>          | Trevor Menke (Head Coach), Wade Miller, Tanner Shook                                                                                           |
| <b>Girls Basketball</b>         | Beth Bohuslavsky (Head Coach), Brock Anderson, Tanner Roth                                                                                     |
| <b>Wrestling</b>                | Bob Core (Head Coach), Nate Stepp                                                                                                              |
| <b>Baseball</b>                 | Brock Anderson (Head Coach), Rich Eber, Jeremy Fries                                                                                           |
| <b>Track</b>                    | Kyle Royuk (Head Coach), Nate Knott, Jeff Hass, Jordan Hinrichs, Kari Samuels                                                                  |
| <b>Boys Golf</b>                | Jim Placke (Head Coach)                                                                                                                        |
| <b>Boys Soccer</b>              | Nick Holmes (Head Coach), Jamie Opfer                                                                                                          |
| <b>Girls Soccer</b>             | TBD                                                                                                                                            |
| <b>Show Choir</b>               | Ben Rickert                                                                                                                                    |
| <b>Speech</b>                   | Erica Crouch (Head Coach), Aaron Blersch                                                                                                       |
| <b>One Act Play</b>             | TBD                                                                                                                                            |
| <b>Marching Band</b>            | Amanda Kenney                                                                                                                                  |
| <b>Color Guard</b>              | Brittany Jeary                                                                                                                                 |
| <b>Musical</b>                  | Ben Rickert, Dory von Kampen                                                                                                                   |
| <b>Cheer</b>                    | Ciera Hartung                                                                                                                                  |
| <b>Dance</b>                    | TBD                                                                                                                                            |
| <b>FCCLA</b>                    | Celeste Brandenburgh                                                                                                                           |
| <b>FBLA</b>                     | Wade Miller                                                                                                                                    |
| <b>Key Club</b>                 | Noelle Baker, Kevin Fields                                                                                                                     |
| <b>FFA</b>                      | Craig Frederick, Emilia Brosek                                                                                                                 |
| <b>National Honor Society</b>   | Chris Oerman                                                                                                                                   |
| <b>Quiz Bowl</b>                | Melissa Pohl                                                                                                                                   |
| <b>SkillsUSA</b>                | Kurt Holliday                                                                                                                                  |
| <b>Yearbook</b>                 | Kelley Limback                                                                                                                                 |
| <b>Bluejay Leadership Team</b>  | Jill Johnson, Kristen Upton                                                                                                                    |
| <b>9th Grade Class Sponsor</b>  | Jenny Pinkall, Becky Snyder                                                                                                                    |
| <b>10th Grade Class Sponsor</b> | Lynette Petersen, Tiffany Core                                                                                                                 |
| <b>11th Grade Class Sponsor</b> | Sara Smith, Kristen Upton, Nate Knott                                                                                                          |
| <b>12th Grade Class Sponsor</b> | Noelle Baker, Kevin Fields                                                                                                                     |
| <b>SCIP Team</b>                | Noelle Baker, Pat Piskorski, Lynette Peterson, Kevin Fields, Nate Knott, Scott Axt, Jill Johnson                                               |
| <b>Emergency Response Team</b>  | Scott Axt, Jill Johnson, John Moody, Jennifer Anderson, Kurt Holliday, Noelle Baker, Russ Wissing, Jordan Hinrichs, Kevin Fields, Tiffany Core |
| <b>Action Team Leaders</b>      | Nate Knott, Melissa Pohl, Jim Placke, Wade Miller, Jordan Hinrichs, Russ Wissing, Sara Smith, Rich Eber, Kelley Limback, Chris Oerman          |

# School Calendar

## 2020-2021 CALENDAR SEWARD PUBLIC SCHOOLS

### AUGUST

- 6 New Teacher Orientation
- 7 New Teacher Work Day
- 10,11,12 Professional Development Days
- 11 Student Orientation/Open House: Elementary 5:00-6:30,  
Middle 6:00-7:30 & High School 7:00-8:30 PM
- 13 First Student Day - Dismiss 1:30

### SEPTEMBER

- 7 No School - Labor Day
- 14 Professional Development Day - No Students

### OCTOBER

- 9 Elementary Planning Day--No Elem. Students
- 15 End of 1st Quarter - 44 Days
- 16 No School--Fall Break
- 19 Professional Development Day - No Students

### NOVEMBER

- 25 Professional Development for staff until 2:15. No Students.
- 26-27 Thanksgiving Vacation

### DECEMBER

- 22 End 2nd Quarter - 43 Days -- 1:30 Dismissal
- NSAA Competition Moratorium
- 23-31 Winter Vacation

### JANUARY

- 1-4 Winter Vacation
- 4 Professional Development Day - No Students
- 5 School Resumes
- 22 No Elementary School

### FEBRUARY

- 19 No School
- 22 Professional Development Day - No Students

### MARCH

- 8 Elementary Planning Day - No Elem. Students
- 11 End of 3rd Quarter - 46 Days
- 12 No School -- Spring Break
- 15 Professional Development Day - No Students

### APRIL

- 2,5 No School--Spring Break

### MAY

- 3 Elementary Planning Day - No Elem. Students
- 16 Graduation
- 20 Last Day Scheduled (subject to change) - 11:30 Dismissal
- End of 4th Quarter - 42 Days
- 21 Professional Development Day
- 31 Memorial Day



### PARENTS - PLEASE READ BELOW

\* Four snow days are built into the school calendar. If we have less than four snow days the last day of school will be moved to an earlier date by the number of days not used (Example- we use 2 snow days our last day of school will be 2 days earlier). If we have more than four snow days the last day of school will be extended by the number of days past the four built-in snow days.

| AUGUST 2020 |    |    |    |    |    |    | SEPTEMBER 2020 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|----------------|----|----|----|----|----|----|
| S           | M  | T  | W  | T  | F  | S  | S              | M  | T  | W  | T  | F  | S  |
|             |    |    |    |    |    | 1  |                |    | 1  | 2  | 3  | 4  | 5  |
| 2           | 3  | 4  | 5  | 6  | 7  | 8  | 6              | 7  | 8  | 9  | 10 | 11 | 12 |
| 9           | 10 | 11 | 12 | 13 | 14 | 15 | 13             | 14 | 15 | 16 | 17 | 18 | 21 |
| 16          | 17 | 18 | 19 | 20 | 21 | 22 | 20             | 21 | 22 | 23 | 24 | 25 | 28 |
| 23          | 24 | 25 | 26 | 27 | 28 | 29 | 27             | 28 | 29 | 30 |    |    |    |
| 30          | 31 |    |    |    |    |    |                |    |    |    |    |    |    |

| OCTOBER 2020 |    |    |    |    |    |    | NOVEMBER 2020 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|
| S            | M  | T  | W  | T  | F  | S  | S             | M  | T  | W  | T  | F  | S  |
|              |    |    |    | 1  | 2  | 3  | 1             | 2  | 3  | 4  | 5  | 6  | 7  |
| 4            | 5  | 6  | 7  | 8  | 9  | 10 | 8             | 9  | 10 | 11 | 12 | 13 | 14 |
| 11           | 12 | 13 | 14 | 15 | 16 | 17 | 15            | 16 | 17 | 18 | 19 | 20 | 21 |
| 18           | 19 | 20 | 21 | 22 | 23 | 24 | 22            | 23 | 24 | 25 | 26 | 27 | 28 |
| 25           | 26 | 27 | 28 | 29 | 30 | 31 | 29            | 30 |    |    |    |    |    |

| DECEMBER 2020 |    |    |    |    |    |    | JANUARY 2021 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  | S            | M  | T  | W  | T  | F  | S  |
|               |    |    | 1  | 2  | 3  | 4  |              |    |    |    |    | 1  | 2  |
| 6             | 7  | 8  | 9  | 10 | 11 | 12 | 3            | 4  | 5  | 6  | 7  | 8  | 9  |
| 13            | 14 | 15 | 16 | 17 | 18 | 19 | 10           | 11 | 12 | 13 | 14 | 15 | 16 |
| 20            | 21 | 22 | 23 | 24 | 25 | 26 | 17           | 18 | 19 | 20 | 21 | 22 | 23 |
| 27            | 28 | 29 | 30 | 31 |    |    | 24           | 25 | 26 | 27 | 28 | 29 | 30 |

| FEBRUARY 2021 |    |    |    |    |    |    | MARCH 2021 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  | S          | M  | T  | W  | T  | F  | S  |
|               |    |    | 1  | 2  | 3  | 4  |            |    | 1  | 2  | 3  | 4  | 5  |
| 7             | 8  | 9  | 10 | 11 | 12 | 13 | 7          | 8  | 9  | 10 | 11 | 12 | 13 |
| 14            | 15 | 16 | 17 | 18 | 19 | 20 | 14         | 15 | 16 | 17 | 18 | 19 | 20 |
| 21            | 22 | 23 | 24 | 25 | 26 | 27 | 21         | 22 | 23 | 24 | 25 | 26 | 27 |
| 28            |    |    |    |    |    |    | 28         | 29 | 30 | 31 |    |    |    |

| APRIL 2021 |    |    |    |    |    |    | MAY 2021 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|----------|----|----|----|----|----|----|
| S          | M  | T  | W  | T  | F  | S  | S        | M  | T  | W  | T  | F  | S  |
|            |    |    |    | 1  | 2  | 3  |          |    |    |    |    |    | 1  |
| 4          | 5  | 6  | 7  | 8  | 9  | 10 | 2        | 3  | 4  | 5  | 6  | 7  | 8  |
| 11         | 12 | 13 | 14 | 15 | 16 | 17 | 9        | 10 | 11 | 12 | 13 | 14 | 15 |
| 18         | 19 | 20 | 21 | 22 | 23 | 24 | 16       | 17 | 18 | 19 | 20 | 21 | 22 |
| 25         | 26 | 27 | 28 | 29 | 30 |    | 23       | 24 | 25 | 26 | 27 | 28 | 29 |

- End of Quarter
- Professional Development - No Students
- No School/No Students
- No Elementary School

Visit the school district website for calendar event information at: [www.sewardpublicschools.org](http://www.sewardpublicschools.org)

### Parent-Teacher Conferences

#### High School - 5:30 to 7:30 PM

- Tues., Sept 8      Tues., Nov. 10
- Mon., Feb. 1      Mon., April 12

#### Middle School - 4:00 to 8:00 PM

- Mon., Sept. 28 - Grades 5-8
- Thurs., Sept. 24 - Grade 5 Only
- Tues., Feb. 16 - Grades 6-8

#### Elementary School - 4:00 to 8:00 PM

- Tues., Oct. 13      Thur., Oct. 15
- Mon., March 8      Tues., March 9

# Mission and Goals

## Section 1 School Mission Statement

The school district of Seward --where every student, every day is a success -- affirms that all students will have the skills to become productive and contributing members of a global community. In cooperation with family and community members, the district is committed to the development of each student academically, emotionally, socially, and physically.

## Section 2 Mutual Respect

Seward High School expects every staff member and student to be treated with respect and dignity. A show of disrespect in words or actions by a student towards a staff member or insubordination on the part of the students will not be tolerated.;

## Section 3 Complaint Procedures

Good communication helps to resolve many misunderstandings and disagreements, and the board encourages patrons and school staff to discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, a complainant should follow the procedures set forth below:

1. The first step is for the complainant to speak directly to the person with whom he or she is dissatisfied, or to who is responsible for the practice or regulation with which he or she is dissatisfied. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher.
2. The second step is for the complainant to speak to the building principal, superintendent of schools, or president of the board of education, as set forth below.
  - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
  - b) Complaints about the operations of the school district or a building principal should be submitted to the superintendent of schools.
  - c) Complaints about the superintendent of schools should be submitted to the president of the board of education.
3. When a complainant submits a complaint to an administrator, the administrator shall:
  - a) Determine whether the complainant has discussed the matter with the staff member involved.
    - i) If the complainant has not, the administrator will urge the complainant to discuss the matter directly with that staff member.

- ii) If the complainant refuses to discuss the matter with the staff member, the administrator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Interview the complainant to determine:
    - i) All relevant details of the complaint;
    - ii) All witnesses and documents which the complainant believes support the complaint;
    - iii) The action or solution which the complainant seeks.
  - d) Respond to the complainant.
4. A complainant who is not satisfied with the building principal's decision regarding a complaint may appeal the decision to the superintendent.
- a) This appeal must be in writing.
  - b) The superintendent will investigate as he or she deems appropriate.
  - c) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision.
5. A complainant who is not satisfied with the superintendent's decision regarding a complaint may appeal the decision to the board.
- a) This appeal must be in writing.
  - b) The board may, but is not required to, receive statements from interested parties and witnesses relevant to the complaint appeal.
  - c) The board will notify the complainant in writing of its decision.
  - d) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall:
- a) Determine whether the complainant has discussed the matter with the superintendent.
    - i) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent.
    - ii) If the complainant refuses to discuss the matter with the superintendent, the board president may encourage the complainant to reduce his or her concerns to writing.
    - iii) The board president, in his or her sole discretion, may determine whether the complaint should be placed on a future board meeting agenda to be discussed by the entire board in executive session.

#### **Section 4      Surveys**

School personnel rarely administer surveys of students. In the event that an external survey is conducted, the Principal or designee shall notify parents/legal guardians of students to be surveyed; the nature of the survey, the date and time when the survey shall be administered, and the purposes or uses for the survey results. School officials shall honor any parental/legal guardian's request to have his/her student exempt from participation in the survey.

# School Day

## Section 1 Daily Schedule For High School

|            |                                         |
|------------|-----------------------------------------|
| 1st Period | 8:15 – 9:45 (8:15 – 8:59 & 9:01 – 9:45) |
| 2nd Period | 9:50 – 11:17                            |
| 3rd Period | 11:17 – 1:17 (including lunch)          |
| 4th Period | 1:22 – 2:49                             |
| 5th Period | 2:54 – 3:37                             |

## Section 2 Shortened Schedules For High School

### (2 Hour Late Start)

|            |               |
|------------|---------------|
| 1st Period | 10:15 – 11:15 |
| 3rd Period | 11:15 – 1:15  |
| 2nd Period | 1:20 – 2:11   |
| 4th Period | 2:16 – 3:07   |
| 5th Period | 3:12 – 3:37   |

### (1:30 pm Dismissal)

|            |               |
|------------|---------------|
| 1st Period | 8:15 – 9:09   |
| 2nd Period | 9:14 – 10:04  |
| 4th Period | 10:09 – 10:59 |
| 5th Period | 11:04 – 11:30 |
| 3rd Period | 11:30 – 1:30  |

### (11:30 am Dismissal)

|            |             |
|------------|-------------|
| 1st Period | 8:15-9:10   |
| 2nd Period | 9:15-9:45   |
| 3rd Period | 9:50-10:20* |
| 4th Period | 10:25-10:55 |
| 5th Period | 11:00-11:30 |
| *No Lunch  |             |

### (2 Hour Late Start)

|            |               |
|------------|---------------|
| 1st Period | 10:15 – 11:25 |
| 3rd Period | 11:29 – 12:59 |
| 2nd Period | 1:03 – 2:03   |
| 4th Period | 2:07 – 3:07   |
| 5th Period | 3:11 – 3:37   |

### (1:30 pm Dismissal)

|            |               |
|------------|---------------|
| 1st Period | 8:15 – 9:20   |
| 2nd Period | 9:24 – 10:25  |
| 3rd Period | 10:29 – 11:59 |
| 4th Period | 12:03 – 1:02  |
| 5th Period | 1:06 – 1:30   |

### (11:30 am Dismissal)

|            |             |
|------------|-------------|
| 1st Period | 8:15-9:10   |
| 2nd Period | 9:15-9:45   |
| 3rd Period | 9:50-10:20* |
| 4th Period | 10:25-10:55 |
| 5th Period | 11:00-11:30 |
| *No Lunch  |             |

## Section 3 Severe Weather and School Cancellations

The superintendent of schools is authorized by the board of education to close public schools in case of severe weather. Representatives of the superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations.

### Decision to Close Schools

A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9pm for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed.** In some instances, schools will be open, but certain services (such as bus transportation and school activities) may be cancelled. Parents may also sign up to receive Bluejay Alerts via phone and email.



### After School Starts

Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given to parents. If school is closed during the day, the notice will be broadcast by the media and **parents should have a plan in place to accommodate these circumstances.**

### Parental Decisions

**Parents may decide to keep their children at home in inclement weather because of personal circumstances.** Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather at any time during the school day.

### What Not To Do

Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather. Every effort will be made to provide accurate and timely information through the media.

### Emergency Conditions

Seward Public Schools has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year.

In a crisis situation, personnel in charge of the building will determine the appropriate level of lockdown if a lockdown is necessary. **In certain situations, parents may not be allowed to enter the building and/or pick up their children.**

## **Section 4      Closed Campus**

All students are required to remain on campus and in the building during the school day, including lunch. Exceptions are made for students attending college classes or leaving for work experience.

## **Section 5      Identification Cards**

Identification cards will be issued at the beginning of each school year. All students will be required to carry identification cards on their person during the school day and at all school activities. Students must be able to produce them upon the request of a school official. A five dollar (\$5.00) fee will be charged for lost or stolen ID cards.

# Use of Building and Grounds

## Section 1 Entering and Leaving the Building

*Beginning of School:* Students should not be on school grounds prior to 7:00 am. Students are to stay in the building lobbies or hallways and are not to go into the media center or classrooms without permission.

*During the School Day:* Students are to remain on campus unless excused in accordance with school policies. Upon returning to school during the day, students are to report to the school office.

*End of School:* Our regular school day ends at 3:37 pm. Make-up work, special help, assignment after school, club meetings, and other school activities begin immediately after school. It is important that students who are involved in any of these activities report to the designated area on time. All other students should leave the building as soon as possible.

## Section 2 Visitors

Parents/Guardians will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities. (Board Policy 5018)

- a. Parents/guardians are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental/guardian observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, in the sole discretion of the building principal.
- b. Parents/guardians may contact the building principal to request permission to attend counseling sessions in which their child is involved.

All visitors must report to the office upon entering the school to sign in and to receive a visitor's pass. Various limitations apply such as length of stay, days allowed and access to the classrooms. All visitors must sign out in the office upon exiting the school. Visitations during the first week of school and the last week of school will require extraordinary reasons or permission from administrators.

Students may request to bring an "outside date or guest" to a school activity such as a dance. However, the administration has the final authority to approve or deny any such request for any reason. Forms are available in the office.

### **Section 3 Smoke/Electronic Nicotine Delivery Systems or Products-Free Building**

The use of tobacco/**electronic nicotine delivery systems or products** is prohibited in all school buildings and all school vehicles. Smoking/**electronic nicotine delivery systems or products** shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings.

### **Section 4 Care of School Property**

Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. School-issued items that are stolen or damaged are the responsibility of the student to whom they are issued. Students must pay all fines before they can receive school publications such as transcripts and report cards.

Students, who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

### **Section 5 Lockers and Backpacks**

Students should not share a locker with other students since they are responsible for the contents and cleanliness of their locker. Students may be assessed a fine for damage to lockers. Book bags and/or gym bags may be brought into the building, but are prohibited in classrooms. Book bags, backpacks, gym bags, purses, etc. are to be kept in a student's assigned locker. Students are not to leave their books/bookbags/backpacks/gym bags in the hallway or in the office. School officials may inspect lockers/bags without any particular suspicion or reasonable cause. Students must use school issued padlocks unless stated otherwise in an IEP or 504 plan.

### **Section 6 Use of Surveillance and Searches**

The board of education has authorized the use of video cameras on school district property to ensure the health, welfare and safety of all staff, students, and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent.

Notice is hereby given that video surveillance may occur on district property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

The school owns and exercises exclusive control over the student lockers, desks, computer equipment and other such school property. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches (including the use of a police dog) of lockers, desks, computers and other such property may be conducted at the discretion of the administration.

The following rules shall apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search must be conducted in a reasonable manner under the circumstances.
2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon shall be confiscated and delivered to law enforcement officials as soon as possible.
3. Items that have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items") may be removed from student possession.

## **Section 7 Use of Telephone**

Use of the office phone will be allowed in an emergency or when a student is ill. It may be allowed in other circumstances at the discretion of the office staff. However, the office phone is NOT to be used during class time and use of the phone is not an excuse to be tardy.

## **Section 8 Bicycles**

Bicycles must be parked in the racks provided and shall be equipped with locks. The school is not responsible for damage or theft of parts while bicycles are on school property.

## **Section 9 Vehicles**

Vehicles must be parked in designated areas. Vehicle related violations may result in loss of privilege of driving or parking on school property. Students are required to register their vehicles in the High School Office.

## **Section 10 Student Valuables**

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary safe-keeping. Even then, the school is

not in a position to guarantee that the student's property will not be subject to loss, theft or damage.

### **Section 11 Lost and Found**

Students who find lost articles are asked to take them to the office so the owner can claim the articles. If articles are lost at school, report that loss to office personnel.

### **Section 12 Accidents**

Every accident in the school building, on the school grounds, at practice sessions or at any athletic event sponsored by the school must be reported immediately to a school administrator.

### **Section 13 Laboratory Safety Glasses and Safety Equipment**

As required by law, approved safety glasses and safety equipment will be required of every student, teacher and visitor while participating in or observing vocational, technical, industrial technology, science and art classes when the risk of potential injury is present.

### **Section 14 Insurance**

Under Nebraska law, the district may not use school funds to provide general student accident or athletic insurance. The district encourages all student participants in athletic programs to have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The district does not make recommendations, nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office.

### **Section 15 Bulletins and Announcements**

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the principal's office. Posters are not to be attached to any painted wall surfaces. Posters/Signs only can be posted on hallway bulletin boards. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

### **Section 16 Copyright and Fair Use Policy**

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing coursework, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The “fair use” doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the “fair use” of a copyrighted work, including reproduction “for purposes such as criticism, news, reporting, teaching (including multiple copies for classroom use), scholarship or research” is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted “fair use,” rather than an infringement of the copyright:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes
2. The nature of the copyrighted work
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole.
4. The effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is “fair.” Students should seek assistance from a faculty member if there questions regarding what may be copied.

# Attendance and Participation

## Section 1 Attendance Policy

Regular and punctual student attendance is required by school board policy 5001 and state law. The administration is responsible for developing further attendance requirements and regulations consistent with board policy. Students must be enrolled on a full-time basis. Exceptions are permitted only per board policy and state law.

## Section 2 Attendance and Absences

### Required Attendance

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to regularly attend a public or private school unless the child has graduated from high school or has been disenrolled by the child's parent or guardian.

### Mandatory Attendance Age

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned 18 years of age are of mandatory attendance age.

### Exceptions for 16-17 Year Old Students

This policy does not apply to students who have reached age 16 but not yet turned 18 when (1) the services or earnings of a child are necessary for his or her own support or the support of those actually dependent upon him or her; or (2) when illness makes attendance impossible or impracticable.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this policy.

### Discontinuing enrollment

The board will allow any person with legal or actual charge or control of a child who is younger than seven years of age or who is at least 16 years of age to disenroll the child only as permitted by state law. The person seeking to discontinue the child's enrollment shall submit a signed affidavit to the superintendent using the forms provided by the district, and will complete all required disenrollment processes required by board policy, this handbook, and state law.



### Attendance Officer

The superintendent is designated as the attendance officer for the district. The superintendent, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law and board policy relating to compulsory attendance. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

### Attendance/Absences

**Excused Absences:** Absences must be cleared through the principal's office in advance whenever possible. An absence or tardy, even by parent approval, may not be excused unless it is specifically excused by board policy. **Please call the High School Office at 402-643-2988 before 9:00 am to report a student absence.** Below are the only absences which can be excused, unless otherwise permitted by board policy, this handbook, or state law:

1. Physical or mental illness of the student (a physician's verification is required after four (4) consecutive days of absence for illness)
2. Severe weather
3. Medical appointments for the student
4. Death or serious illness of the student's family member
5. Attending a funeral, wedding or graduation
6. Appearance at court or for other legal matters
7. Observance of religious holidays of the student's own faith
8. College planning visits
9. Personal or family vacations

For excused absences, two school days will be allowed to make up the work for each day missed with a maximum of ten (10) days allowed to make up work. Students who will be absent for a school activity must make arrangements with their teachers prior to the absence. If requested, assignments will be prepared for students who are ill. If parents and /or students request assignments, the school should be contacted by no later than 9 a.m. A student will be considered absent until a parent/guardian contacts the school. After two days with no parent or guardian contact, the absence will be considered unexcused even if the absence would otherwise be excused.

If a student is absent, a parent or guardian must call the Seward High School office that day with the reason for the absence. The call must be made each day a student is absent, unless other arrangements have been made, such as pre-arranged absences or an extended period of absence for the same cause.

***As required by law, excessive absences will be turned over to the Seward County Attorney's office. Excessive absences include all excused and unexcused absences consistent with board policy.***

### **Excessive Absences: Notification and Collaborative Plan Process**

Excessive absenteeism refers to any student that is absent 5 days or more per term. Such absences shall be determined on a per class basis. SHS may use excused and unexcused absences to calculate this total. The following procedures will act as a guide for Seward High School to address excessive absenteeism.

1. Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of the student.
2. One or more meetings between the school (school administrator/designee, and/or school counselor and/or social worker), the student, the student's parent/guardian when appropriate to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan/attendance contract to reduce barriers identified to improve regular attendance. The plan/contract shall consider, but not limited to:
  - A. Illness related to physical or behavioral health of the child
  - B. Educational counseling
  - C. Educational evaluation
  - D. Referral to community agencies for economic services
  - E. Family or individual counseling
  - F. Assisting the family in working with other community services.
3. If the parent/guardian refuses to participate or attend such a meeting the principal shall place documentation of such refusal in the student's attendance records.
4. Reporting Excessive Absenteeism to the County Attorney - The School may report to the county attorney of the county in which the person resides when the school efforts to address excessive absences, the collaborative plan/contract to reduce barriers identified to improve regular attendance have not been successful, and the student has accumulated more than twenty (20) absences per year. The school will notify the student's family in writing prior to referring the child to the county attorney.

### **Credit Loss due to Absenteeism**

Unless otherwise arranged and approved in advance, after three days of absence during a term, a warning letter will be sent which will detail the attendance policy and ask that parents notify the office of any discrepancies and provide any necessary absence documentation. When a student has exceeded 5 (Excused/Unexcused) absences during any Term, a letter will be sent home informing the student and his/her parents/guardians of the possible revocation of academic credits and possible need to provide documentation and/or setup an attendance hearing at the end of the term. This letter may coincide with a student conference and/or follow up phone call and/or meeting with the student and/or parents, in addition to any of the aforementioned interventions. The following terms and processes govern credit loss due to absenteeism:

- A. Absences related to school activities, suspensions, court appearances, medical/legal documented appointments/absences, bad roads, two (2) college visits, school

suspensions, Seward state activity contests with (pre-arranged absence form completed in advance with administrative approval) and any other reason contained in board policy are excluded from a student's absence total when considering revoking class credits.

- B. At the end of the term, students that have exceeded five (5) or more Excused/Unexcused absences during the term will be sent a letter regarding the revocation of academic credits and procedures to request an attendance review and present documentation or information to support their contention that the individual situation deserves special consideration and that credit should not be lost. Failure to request a review within five (5) days will result in the student being denied credit in the designated classes.
- C. An attendance committee appointed by the superintendent will review the circumstances during the review and determine whether or not to grant credit. Extraordinary or unusual circumstances, which may have caused a student to have an absence, may be presented to the committee, which may allow the student to earn credit despite his or her absences. The committee may consider such factors as: whether the reasons are contrary to the spirit of this policy; whether the student is failing in any class; whether the student has been a disruptive, undisciplined student, whether the student has repeatedly failed to comply with school rules and regulations; and /or other similar factors deemed appropriate by the committee. After the fourth term, the assistant principal/principal and counselors will make decisions in regards to excessive absences due to teachers having fulfilled their regular teaching contract days.

### **Section 3 Explanation of Attendance Types/Reasons/Codes**

| <b>Absence Type</b>                                            | <b>Absence Reason</b>                                                                                                                                                         | <b>PowerSchool Code</b>                                          |
|----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| <b>EXEMPT – Do not count toward maximum allowable absences</b> | School Activity<br>Late Bus<br>Office/Counselor/Nurse<br>Weather<br>Withdrawn<br>In School Suspension<br>Long Term Suspension<br>Out of School Suspension<br>State Tournament | SAC<br>BUS<br>OFF<br>WTHR<br>WDR<br>ISS<br>LT SUSP<br>SUP<br>STT |

|                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                               |                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| <b>DOCUMENTED –<br/>Do not count<br/>toward maximum<br/>allowable 5 day<br/>per term limit, but<br/>will be included in<br/>County Attorney<br/>Report (20 days<br/>per school year)</b> | College Visit (3 day limit)<br>Court/Probation<br>Doctor/Dentist/Orthodontist<br>Death/Funeral<br>Driver's Test<br>Hospital<br>Immunization Not Current<br>Job Shadow (2 day limit)                                                                                                           | COL<br>CRT<br>DOC (Written Doc. Req.)<br>DTH<br>DMV<br>HSP<br>IMM<br>JOB SDW                                           |
| <b>EXCUSED/UNEXC<br/>USED --<br/>Will count toward<br/>Maximum<br/>allowable days<br/>missed AND be<br/>included in<br/>County Attorney<br/>Report (20 days<br/>per school year)</b>     | Appointments<br>Absent<br>Absent (unexcused by parent)<br>Car Problem/Accident<br>District Tournament<br>Illness<br>Injury<br>Overslept<br>Personal/Family<br>No Ride/Missed Bus<br>Runaway<br>State Fair<br>Truant<br>Unaccounted For<br>EXCUSED Tardy--w/ parent<br>call<br>UNEXCUSED Tardy | APPT<br>ABST<br>ABST UEX<br>CAR<br>DST<br>ILL<br>INJRY<br>OVS<br>PER<br>RDE<br>RUN<br>STF<br>TRU<br>UNC<br>TARC<br>TAR |

## Section 4 Tardiness

Punctuality is a good work habit! Being tardy is defined as arriving to class after the tardy bell has rung. A student detained by a teacher, a counselor, or administrator must bring verification. This verification will excuse the tardy.

1. When a student is tardy to class he/she will be required to serve a fifteen (15) minute detention after school that day. All teachers will adhere to this policy with no exceptions made for students who need to go to work, athletics, appointments, etc. Bus students will be required to attend the next morning
2. Tardies will count in the overall attendance policy.
3. Every three (3) tardies will be counted as a day's absence, which will be included in the five-day attendance limit.

## Section 5 Leaving School

Students who must leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone

call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. Students who leave without permission and without signing out in the proper manner will be considered truant.

## **Section 6 Attendance is Required to Participate in Activities (Board Policy 6014)**

**Students must attend school all day the day of any scheduled school activity in order to participate in the activity.** This includes sports contests, practices and dances. Failure to attend on that day will result in a student being withheld from participation in the activity. The principal retains the right to grant participation should extenuating circumstances, such as doctor/dentist appointments and funerals prevail. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will be going home ill and then returning to play in the contest later that day.

**If SHS qualifies for state in an activity, students who want to attend and support SHS will need to get a form from the office and get approval from their teachers, parents, and administrators ahead of time.** The administration will determine the amount of time that will be excused based on when SHS competes. **Failure to complete the form will result in an unexcused absence and no participation in extracurricular activities.** Students that complete the form will be granted an excused absence and allowed to participate in extracurricular activities for the day.

## **Section 7 P.E. and Sports Participation**

If a student is injured in P.E. or sports practice, he or she needs to alert the teacher or coach so the staff member can complete an accident report.

If a student receives a note from medical personnel indicating they are injured, the student may not participate in P.E. or sports until they receive medical clearance. The school district will need a copy of the release prior to the student returning to P.E. or sports practice.

If a student has a minor injury that does not require medical attention, a parent may excuse their child from P.E. or sports practice for a maximum of two (2) days. The school district will need a note from the parent or the child will be expected to participate.

## **Section 8 Make-up Work**

Written make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not complete, students will receive no credit for the work required. The time each student is allowed to complete the make-up work is two (2) days for each day missed. However, the time may be extended by mutual agreement between the student and teacher. **Students who will be absent for a school activity should make arrangements with their teachers prior to the absence.** The student has the responsibility to contact teachers,

initially, regarding make-up assignments. Assignments will be sent for extended absences such as hospitalization or prolonged illnesses.

### **Section 9 Transferring from Seward High School:**

If a student should find it necessary to withdraw from school, it is very important that he/she secure a checkout form from the principal's office and have it signed by all of his/her teachers and parent/guardian. The slip is to be returned to the office after all individuals have signed it. Failure to check out of school in this manner will cause records to remain incomplete, making it impossible to send credits to another school

### **Section 10 Withdrawal from School:**

A person who has legal or actual charge or control of a child who is at least sixteen years of age but less than eighteen years of age may withdraw such child from school before graduation must have an exit interview with the superintendent's designee. Any withdrawal form signed by the person making the written request shall be valid only if the child signs the form unless the withdrawal is being requested due to an illness of the child making attendance impossible. The superintendent's designee signs the form that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the superintendent's designee the person making the written request does in fact have legal guardianship and the child is experiencing either financial hardship requiring the child to be employed to support the child's family or one or more dependents of the child or an illness making attendance impossible or impracticable. (Nebraska law LB -996)

## **Scholastic Achievement**

### **Section 1 Grading System**

Seward High School will use the letter grading system as follows:

#### **Letter Grade Percentage**

| <u>Grade Earned</u> | <u>Non-Weighted</u> | <u>Weighted</u> | <u>Percentage Ranges</u> |
|---------------------|---------------------|-----------------|--------------------------|
| A+                  | 4.0                 | 5.0             | 98-100                   |
| A                   | 4.0                 | 5.0             | 95-97                    |
| A-                  | 3.667               | 4.667           | 93-94                    |
| B+                  | 3.333               | 4.333           | 91-92                    |
| B                   | 3.0                 | 4.0             | 88-90                    |
| B-                  | 2.667               | 3.667           | 86-87                    |
| C+                  | 2.333               | 3.333           | 84-85                    |
| C                   | 2.0                 | 3.0             | 80-83                    |
| C-                  | 1.667               | 2.667           | 78-79                    |
| D+                  | 1.333               | 2.333           | 76-77                    |
| D                   | 1.0                 | 2.0             | 72-75                    |

|    |      |       |       |
|----|------|-------|-------|
| D- | .667 | 1.667 | 70-71 |
| F  | 0    | 0     | 0-69  |

Each teacher should define for students the grading procedures to be used in their classes.

## **Section 2 Graduation Requirements**

The district shall conduct a commencement ceremony for members of the senior class at the end of the school year. Participation in the ceremony is a privilege, not a right, and the superintendent or his/her designee may prohibit students who have violated conduct rules from participating in the ceremony as a consequence for the misconduct.

Only those students who have completed all graduation requirements (i.e., completed the required coursework or achieved the goals set in the student's individual education plan) will be allowed to participate in commencement exercises.

Students who graduate from the School District of Seward must accumulate 235 hours. The total graduation requirements must include the following core curriculum:

Language Arts -- 40 hours  
Speech - 5 hours  
Mathematics - 30 hours  
Social Science - 35 hours  
Science - 30 hours  
Personal Finance - 5 hours  
Physical Education & Health - 15 hours  
Technology - 5 hours  
Vocational - 5 hours  
Fine Arts or Foreign Language - 5 hours  
Electives - 60 hours  
Volunteer Service - 30 clock hours (see below)

The student handbook and registration book will list the core classes and the elective classes that are available and/or required.

## **Community Service**

At Seward High School, we believe each student should aspire toward personal excellence and responsible citizenship with community and family support. We believe that together families, schools, and community can prepare students to develop life skills and achieve academic success. Students will be encouraged to complete at least 5 hours of community service each calendar year (August 1 - July 31) and required (per Board Policy 6006) to complete 30 hours of community service as a graduation requirement (August 1 of freshman year - December 15 of senior year). Students will utilize

the MobileServe system to record and track their hours, which will be verified and approved by administration. The majority of hours must be served in Seward County communities. Hours to be served outside of Seward County must be pre-approved by administration. This system to enhance student learning will connect community and school to support the development of servant leaders.

### **Early Graduation Plan (Board Policy 6006)**

The School District of Seward supports the concept of early completion as a means of accelerating students toward the achievement of lifetime plans. The following guidelines have been established for students to be eligible for early completion:

1. Students must meet all completion requirements established by the Board of Education in order to be eligible for early graduation as well as the credit hour requirements in each specific subject matter area.
2. A student who decides to opt for early graduation or completion is not eligible to participate in school sponsored activities following the last day he/she attends classes. The effective date for participation will end with the last day that the student is enrolled in classes. The only school activities that the applicant (non-alternative school) is eligible for will be the regularly scheduled graduation ceremony and the jr/sr prom.
3. This policy shall be evaluated annually by the high school principal and appropriate revisions shall be recommended to the Board for its consideration.

### **Senior Recognition**

The school district will recognize the outstanding academic achievement of its graduating seniors in the following manner:

- Summa Cum Laude – A graduating senior with a cumulative G.P.A. of 4.0 or greater
- Magna Cum Laude – A graduating senior with a cumulative G.P.A. between 3.833 – 3.999
- Cum Laude – A graduating senior with a cumulative G.P.A. between 3.667 – 3.832

G.P.A. will be calculated on numeric basis using a four-point scale. The formula to do so is as follows:

Mark points earned in a course multiplied by the number of potential credits towards graduation assigned to that particular course. The sum of this calculation for each course is then added up with all other courses attempted for that term (for honor roll purposes) or cumulative for overall GPA and is then divided by the total number of academic credits attempted for that term or cumulatively in order to calculate overall high school GPA.

The conversion table that will be used to associate classroom percentage grade performance with a particular letter grade and mark point value has been provided below.

| <u>Grade Earned</u> | <u>Non-Weighted</u> | <u>Weighted</u> | <u>Percentage Ranges</u> |
|---------------------|---------------------|-----------------|--------------------------|
| A+                  | 4.0                 | 5.0             | 98-100                   |



|    |       |       |       |
|----|-------|-------|-------|
| A  | 4.0   | 5.0   | 95-97 |
| A- | 3.667 | 4.667 | 93-94 |
| B+ | 3.333 | 4.333 | 91-92 |
| B  | 3.0   | 4.0   | 88-90 |
| B- | 2.667 | 3.667 | 86-87 |
| C+ | 2.333 | 3.333 | 84-85 |
| C  | 2.0   | 3.0   | 80-83 |
| C- | 1.667 | 2.667 | 78-79 |
| D+ | 1.333 | 2.333 | 76-77 |
| D  | 1.0   | 2.0   | 72-75 |
| D- | .667  | 1.667 | 70-71 |
| F  | 0     | 0     | 0-69  |

The following Advanced Placement (A.P.) courses will be classified as weighted.

|                                    |                       |
|------------------------------------|-----------------------|
| A.P Calculus                       | A.P. Computer Science |
| A.P. Environmental Science         | A.P. Statistics       |
| A.P. U.S. History (Pre and Post)   | A.P. Biology          |
| A.P. Human Geography               | A.P. European History |
| Other A.P. offerings may be added. |                       |

The following courses will be excluded in the calculation of high school GPA:

- Courses completed by home-schooled students
- Correspondence courses completed at a non-accredited high school
- Non-credit earning courses
- “Pass” courses
- Aide assignments
- College classes that do not earn high school credit

### **Transfer Students**

In an effort to provide all students with an equitable GPA calculation, the records of transfer students will be evaluated individually with each course grade being assigned the weight of its closest counterpart in the Seward High School registration guidebook. The goal of this process is to ensure equity and fairness so that those transferring to Seward High School are given neither an advantage or disadvantage in the calculation of GPA.

### **Selection of Graduation Speakers**

Students interested in representing their graduating class as speakers at graduation shall apply at the designated time during the second semester of their senior year. The application process will require a short written application along with a speaking trial. A faculty committee of three-to-five staff members appointed by the principal on an annual basis will select the graduation speakers based upon pre-selected criteria that consider both the content of the

speech and the delivery. No faculty member with a conflict of interest will be selected to serve on the committee.

### **Section 3 Grade Placement**

Subject to a determination on grade placement based on the criteria set forth below, a student transferring from an accredited school will generally be placed at the grade level that is comparable to the placement in the school from which the student is transferring. Temporary placement may be made until a student's records are received to verify the placement.

The appropriate level of placement for secondary students may be determined by, but not limited to, consideration of the following information:

- Chronological age
- Previous public school or private school experience
- Standardized achievement test data
- Criterion referenced test data
- Final examination test data
- Diagnostic test data

A student transferring into the school district in grades 9-12 will be responsible for meeting all graduation requirements to earn a high school diploma. Credits earned in grades 9-12 at an accredited school will be counted toward high school graduation requirements. Credits from a home school and/or a non-accredited school will not be counted toward high school graduation requirements.

The district administration, in conjunction with the building principal, will determine the appropriate grade level/credit status of a student transferring from a foreign country.

### **Section 4 Schedule Changes**

Students needing schedule changes should notify their school counselor. The school counselor and all teachers involved must agree to all schedule changes. Due to the efforts in how we build the master schedule based upon student requests to maximize our staffing, schedule changes will be very limited. Students who drop a class or are removed per behavior after the first week of term will be given an Withdrawal/F on their transcript for the course. The principal reserves the right to make the final decision on all schedule changes and dropped course transcript grades.

### **Section 5 Report Cards**

Report cards are issued at the end of each term. Percent grades are used to designate a student's progress. Incompletes shall be designated by an "I" for the term. Students have one (1) week after the end of the term to make up incomplete work if given an "I" for the term.

Failure to do so may cause the grade to change to an “F” or “NC” (no credit). No incompletes will be given at the end of the fourth term, as all course work must be completed by the end of the fourth term.

## **Section 6 Parent-Teacher Conferences**

Parent-Teacher conferences will be held once each term. Refer to the school calendar for the schedule. Conferences with teachers, at any other time, are possible by contacting the school office and making arrangements with one or more teachers, as needed.

## **Section 7 Honor Roll**

The purpose of the Honor Roll is to recognize those students who demonstrate academic excellence. The merit roll will be determined for 1st, 2nd, 3rd and 4th terms. Students will be recognized if they meet the following criteria:

1. Minimum G.P.A. of a 3.5 for the grading period (high school classes only).
2. No “C’s” or below in any class.
3. No “N’s” or “U’s” on student citizenship. Citizenship grades will be determined based on the preparation, respect, integrity, dedication, effort scale.
4. Enrolled in a minimum of 10 high school credit hours for the grading period.

Honor Roll lists are published in the *Seward County Independent* each term.

## **Section 8 National Honor Society**

The National Honor Society chapter of Seward High School is a duly chartered and affiliated chapter of this prestigious national organization.

### *Admission to the National Honor Society*

Membership is open to those students who meet the required standards in four (4) areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a five (5) member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each semester.

Students in the 10th, 11th, or 12th grades are eligible for membership. For the scholarship criterion, a student must have a cumulative grade point average of 3.5 or better on a 4.0 scale. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate’s leadership and service. A history of leadership experiences and participation in school or community service is required.

To evaluate a candidate’s character, the faculty council uses two forms of input: first, school disciplinary records are reviewed; second, members of the faculty are solicited for input regarding their professional reflections on a candidate’s service activities, character, and leadership. These forms and the Student

Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the council is necessary for selection. The chapter adviser is a non-voting member of the Faculty Council. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance in all four criteria (or better) that led to their selection. This obligation includes regular attendance at chapter meetings when and as scheduled and participation in the chapter service projects(s).

Students or parents who have questions regarding the selection process or membership obligations can contact the chapter adviser, Mr. Chris Oerman.

#### *Removal from National Honor Society*

A student may be removed from the NHS by action of the Principal upon a determination by the Principal that the student:

1. Prior Conduct. Engaged in conduct prior to induction which was not known at the time of induction and which, if known, would have caused denial of induction;
2. Post-Induction Conduct. Engaged in conduct after induction which is grounds for a student to be long-term suspended or expelled from school under the student code of conduct; which is grounds for suspension or removal from any extracurricular activity of the school, or which would cause denial of induction if such conduct had taken place prior to the time of induction.

The student may appeal the Principal's decision to the Superintendent by giving written notice of appeal to the Superintendent within ten calendar days of receipt of the Principal's removal decision. The appeal procedures shall be established at the discretion of the Superintendent such as to allow a fair opportunity for the student's views and information to be considered. The decision of the Superintendent on the appeal shall be final.

The National Honor Society chapter of Seward High School is a duly chartered and affiliated chapter of the prestigious national organization.

## **Section 10 Academic Integrity**

### **A. Policy Statement**

Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

## B. Definitions

The following definitions provide a guide to the standards of academic integrity:

1. "Cheating" means intentionally to misrepresent the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:

(a) Tests (includes tests, quizzes and other examinations or academic performances

(1) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.

(2) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formula in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

(3) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.

(4) Use of Other Students to Take Tests. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.

(5) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

(b) Papers (includes papers, essays, lab projects, and other similar academic work):

(1) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

(2) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

(3) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

(4) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(5) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

(c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

"Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works.

Plagiarism includes, but is not limited to:

(1) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

(2) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

(3) "Contributing" to academic integrity violations means to participate or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

### C. Sanctions

The following sanctions will occur for academic integrity offenses:

1. Academic Sanction. The instructor will refuse to accept the student's work in which the cheating or plagiarism took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work. Credit for the class may be withheld pending successful completion of the replacement test or project.

2. Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
3. Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in a serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

## **Section 11    Transcripts**

Students requesting transcripts must provide the office with a 24-hour notice. Students are responsible for making sure they have the necessary courses and credits to meet graduation requirements and college entrance requirements.

# **Support Services**

## **Section 1    Special Education Services**

Special education means specially designed instruction and related services adapted as appropriate to the needs of an eligible student with a disability. Special education is provided at no cost to the parent to meet the unique needs of a child with a disability.

### Students Who May Benefit

A student verified as having autism, behavior disorders, deaf-blindness, developmental delay, hearing impairments, mental handicaps, multiple disabilities, orthopedic impairments, other health impairments, specific learning disabilities, speech-language impairments, traumatic brain injury or visual impairments, who because of these impairments need special education and related services.

### How are Students With Disabilities Identified?

Referrals are made by teachers or parents to a Student Assistance Team. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation is completed. An evaluation is conducted to assist in the determination of whether a student has a disability and the nature and extent of the special education and related services the student needs. The evaluation is conducted only with written consent of a parent or guardian. A multidisciplinary evaluation team (MDT) will then meet to determine whether the student is eligible for special education.

### Independent Evaluation

If a parent disagrees with an evaluation completed by the school district, the parent has a right to request an independent educational evaluation at public expense. Parents should direct inquiries to school officials to determine if the school district will arrange for further evaluation at public expense. If school district officials feel the original evaluation was appropriate and the parents disagree, a due

process hearing may be initiated. If it is determined that the original evaluation was appropriate, parents still have the right to an independent educational evaluation at their own expense.

#### Reevaluation

Students identified for special education will be reevaluated at least every three (3) years by the IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, are needed. The school district will obtain parental consent prior to conducting any reevaluation of a student with a disability.

#### Individual Education Program (IEP)

Upon a student being verified as having a disability, a conference will be held with parents. At the conference, an Individualized Education Program (IEP) will be developed specifying programs and services which will be provided by the schools. Parent consent will be obtained prior to a student being placed for the first time in a program providing special education and related services or early intervention services to infant and toddlers. Once in place, the IEP is reviewed on an annual basis, or more frequently as needed. Parents are given a copy of the IEP.

#### Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). To the maximum extent appropriate, students with disabilities are educated with students who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. Determination of a student's educational placement will be made by the IEP team.

Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

#### More Information

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 (special education appeal procedures) may contact the Superintendent. A notice of parental rights, Rules 51 and 55 and more information about special education are also available at the Nebraska Department of Education's website: <http://www.nde.state.ne.us/SPED/sped.html>.

## **Section 2      Students with Disabilities: Section 504**

Accommodations and related services are made available to students with disabilities under Section 504 of the Rehabilitation Act of 1973. Under Section 504, parents have the following rights:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of your child's disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.



4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child receive services and be educated in facilities which are comparable to those provided to students without disabilities.
6. Have your child receive an individualized evaluation and receive special education and related services if your child is found eligible under Section 504.
7. Have evaluation, eligibility, educational and placement decisions made based on a variety of information sources and by persons who know your child and who are knowledgeable about the evaluation data and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school district.
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the school district.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement. Obtain copies of educational records at a reasonable cost on the same terms as records are provided students without a disability unless the fee would effectively deny you access to the records.
11. Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records.
12. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request, it shall notify you within a reasonable time, and advise you of the right to a hearing.
13. File a local grievance in accordance with school policy.
14. Request an impartial hearing related to decisions regarding your child's identification, eligibility, and educational program or placement with opportunity for participation by the person's parents or guardian and representation by counsel, and a review procedure. This is provided in the local grievance procedure.

### **Section 3      Guidance Services**

Seward Public Schools employs counselor(s) for the purpose of assisting with the District's testing program, to assist with scheduling and for students to discuss problems and resolve conflicts. If you wish to see a counselor, stop by a counselor's office and make arrangements for an appointment.

### **Section 4      Health Services**

#### Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice (see "Guidelines for Head Lice" below), or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves.

Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health-related information you feel is important for your student's success in the classroom and/or safety at school.

#### Guidelines for Administering Medication

Whenever possible your child should be provided medications by you outside of school hours. In the event it is necessary that your child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school health office. If your child has asthma or diabetes and is capable of self-managing his or her health condition, contact the health office to develop a self-management plan.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school. Prescription medications that are to be given for a period longer than two weeks need to have a written prescription from the prescribing doctor on file in the nurse's office (e.g. inhalers, ADHD meds given at school, etc).

#### School Health Screening

Children in Preschool and Kindergarten through third grade, as well as children in sixth and ninth grades are screened for vision, hearing, dental defects, height and weight.

Among the health services provided for students by the Seward School District are screening tests for vision, dental, and hearing. Hearing tests are given to students in tenth grade, and to new students and those who have had previous hearing losses. Vision screening (distance) is done each year. Dental screenings are completed each year in tenth grade except for those students who have evidence of having been seen by a dentist within the preceding six (6) months. Weight/height status along with a body mass index percentile is done in tenth grade. Students entering the SCIP process at any grade level, and those about whom health concerns are identified to the school nurse, may also be screened. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school health office at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

These screenings are for the purpose of detecting major dental, vision, and hearing problems, which are apparent and are not intended to substitute for a thorough doctor examination. Parents/guardians are notified if the screenings indicate the potential for any type of problem. School personnel do not diagnose health problems. If health problems are detected, parents/guardians are then encouraged to consult their family medical specialist, but the schools cannot assume the cost of the medical specialist's.

See the chart below for the most recent school immunization rules and regulations provided by the Nebraska Department of Health and Human Services.

## Summary of the School Immunization Rules and Regulations

| Student Age Group                                                                                                  | Required Vaccines                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider                    | <p>4 doses of DTaP, DTP, or DT vaccine</p> <p>3 doses of Polio vaccine</p> <p>3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age</p> <p>3 doses of pediatric Hepatitis B vaccine</p> <p>1 dose of MMR or MMRV given on or after 12 months of age</p> <p>1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.</p> <p>4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age</p>                                                                         |
| Students entering school (Kindergarten or 1 <sup>st</sup> Grade depending on the school district's entering grade) | <p>3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4<sup>th</sup> birthday</p> <p>3 doses of Polio vaccine</p> <p>3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age</p> <p>2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month</p> <p>2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.</p> |
| Students entering 7 <sup>th</sup> grade                                                                            | <p>Must be current with the above vaccinations</p> <p>AND receive</p> <p>1 dose of Tdap (contain Pertussis booster)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Students transferring from outside the state at any grade                                                          | Must be immunized appropriately according to the grade entered.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. . For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet: [http://dhs.ne.gov/Pages/reg\\_1173.aspx](http://dhs.ne.gov/Pages/reg_1173.aspx) (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)  
Updated 01/26/2018

### Physical and Visual Examination

Evidence of a physical examination and a visual evaluation is required in the case of transfer from out of state, to any other grade. The physical examination is to be completed by a physician, a physician's assistant, or an advanced practice registered nurse; the visual evaluation is to be completed by any of the forgoing or an optometrist. A parent or guardian who objects to the physical examination and/or visual evaluation may submit a written statement of refusal for his or her child. Waiver forms are available in the school health office. Additional physical examination requirements exist for students participating in athletic participation.

### Immunizations

Students must show proof of immunization. A student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must complete a waiver statement or affidavit. Forms are available in school health offices.

Unimmunized students may be excluded from school in the event of a disease outbreak.

### Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time. You may obtain a certified copy from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

#### Guidelines for Head Lice

The following guidelines are in place to: better control a nuisance condition; reduce absenteeism due to head lice; and involve parents as partners with the school in control efforts:

1. Children will be sent home from school for live head lice. In the event a child has two (2) cases of live lice in a semester, the child will be sent home until free of both live lice and nits (eggs).
2. Health office staff will provide written treatment information and instructions, including how to check and identify head lice\*.
3. A child who is sent home from school for head lice should miss no more than two (2) school days.
4. A child who has been sent from school due to head lice must come to the health office for inspection before returning to class.
5. A child who returns to class with nits (eggs) will be checked again in 7-10 days.
6. Families are encouraged to report head lice to the school health office.
7. Classroom-wide or school-wide head checks will be conducted as needed in order to control the condition at school.

\*Nit removal will be emphasized for effective management of the condition. For more information call the nurse at your child's school.

## **Section 5     Transportation Services**

Transportation to and from school is provided to students in accordance with law and Board policy. Students may also be provided transportation on field trips and when participating in school activities. Students are expected to follow the behavioral expectations for riding school buses.

### **Behavior on School Buses**

**General Conduct Rules Apply:** While riding school buses you are expected to follow the same student conduct rules which apply when you are on school property or attending school activities,

functions or events. There are also special conduct rules for riding school buses. These rules also apply to riding other school vehicles.

### **Special Conduct Rules for Riding School Buses:**

#### **A. Rules for Getting On and Off the Bus**

1. Be on time to be picked up. As a general rule, get to your bus stop five (5) minutes before your scheduled pick up time. If you miss the bus, immediately return to your home and tell your parents so they can get you to school.
2. While waiting for the bus, stay at least five (5) feet away from the street, road or highway. Wait until the bus comes to a complete stop before approaching the bus.
3. You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.
4. If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

#### **B. Rules on the Bus**

1. Be respectful of the bus driver. Immediately follow all directions of the driver and any paraeducator or adult on the bus.
2. Sit in your seat facing forward. Use seat belts in vehicles in which they are available.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassment, bullying, intimidation or horseplay.
7. Do not throw any object.
8. No eating, drinking, use of tobacco, alcohol, drugs or flammables.
9. Do not bring any weapon (real or imitation) or dangerous objects on the school bus.
10. Do not damage the school bus.

**Getting the Driver's Assistance:** If you need assistance from the driver, wait until the bus is at a full stop. If you are close enough, tell the driver what you need. If you are too far away for the driver to hear you, ask a student in front of you to get the driver's attention. If necessary, walk up to the driver, while the bus is at a full stop. If you need immediate assistance for an emergency, take all action needed to safely get the help of the driver.

**Consequences for Rule Violations:** Consequences for school bus misconduct may include restriction or suspension of bus privileges and other disciplinary measures, up to and including expulsion from school.

## **Section 6 Admission Requirements/Exempt Students (Board Policy 5003)**

Students shall be admitted to the school district who are:

- legal residents of the school district or otherwise entitled by Nebraska law to attend the schools of the district tuition-free;
- approved for option enrollment pursuant to policy;
- approved as a foreign exchange students pursuant to policy; or
- legal residents of a district that has contracted with this district for their educational services.

- statutorily entitled to attend the schools of the district on a part-time basis subject to this policy and the regulations of the district.

Students who seek to enroll in the district must comply with each board policy, state statute and regulation that applies to their situation.

#### Part-Time Enrollment of Students

A student may be permitted to enroll on a part-time basis pursuant to this policy and applicable regulations when appropriate for reasons that include but are not limited to the following: the student attends another education institution on a part-time basis; is enrolled for a limited number of credit hours needed to graduate; has a modified schedule because of a disability or as part of an individualized education plan; or is a student who resides in the school district but attends a private, denominational, or parochial school or a school that elects not to meet accreditation or approval requirements (referred to herein as an **exempt school student** or an **exempt school**, respectively—commonly referred to as a home school).

#### Application for Enrollment

The parent or guardian of an exempt school student who is of appropriate age to attend school, resides in the school district, has not graduated from high school, and has not received a graduate equivalency diploma must meet admission requirements and file an application for enrollment on forms provided by the school district by June 1 of the year of enrollment. For second semester high school courses, the application must be filed by November 1. For students who move into the district mid-semester, the application must be filed within 20 days of moving into the district. The administration shall review the application, determine whether to approve or deny it, notify the parent or guardian, and schedule enrollment at an educationally appropriate time in the building or attendance center of the administration's choice. Enrollment does not carry over from one year to the next, and the parent or guardian of an exempt school student must apply for enrollment each school year.

#### Capacity

The enrollment of exempt school students is subject to the capacity limitations established by the district for grades, classes, courses, and programs. Full-time students shall be given priority for enrollment in grades, classes, courses, and programs.

#### Placement of Students

Exempt school students shall be placed in courses for which they have adequate preparation and which are determined to be educationally appropriate based on criteria that include, but are not limited to the student's age, achievement test scores, academic record, evaluation by school personnel and any other standards used by the district for the placement of students.

#### Grades and Academic Honors

Exempt school students shall receive grades, report cards, and transcripts, but shall not be eligible to graduate, receive a diploma or qualify for class ranking unless they meet all district

requirements for such including earning a sufficient number of credit hours and semesters of attendance.

#### *Applicability of School Rules*

Exempt school students are subject to all rules and regulations of the board of education and administration as set forth in policy, handbooks or other communications, as well as the rules and directives of the building administration and teaching personnel. They must remain on the school campus during scheduled classes but must leave the school campus when not engaged in a course or course-related activity unless the course or course-activity requires their presence or the building principal approves their presence. Students who violate school policies, rules, or directives shall be subject to disciplinary procedures up to and including suspension and expulsion.

#### *Extracurricular Sports and Activities*

Exempt school students may not participate in extracurricular sports and activities; provided, they may participate in activities that are part of the school district curriculum (e.g. band performance). Exempt school students who satisfy the eligibility requirements of the district and the Nebraska School Activities Association, where applicable, may participate in extracurricular sports and activities.

#### *Transportation*

Exempt school students are not entitled to transportation or reimbursement for transportation.

#### *Birth Certificate, Physical, Visual Evaluation and Immunization*

The parents or legal guardians shall furnish:

1. A certified copy of the student's birth certificate issued by the state in which the child was born, prior to admission of a child for the first time. Other reliable proof of the child's identity and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of a birth certificate. An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced.
2. Evidence of a physical examination by a physician, physician assistant, or nurse practitioner, within six (6) months prior to entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a physical examination.
3. Evidence of a visual evaluation by a physician, physician assistant, an advanced practice registered nurse, or an optometrist, within six (6) months prior to entrance of the child into the beginner grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a visual evaluation. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity.

4. Evidence of protection against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Hepatitis B, Varicella (Chicken Pox) and Haemophilus Influenzae type B (Hib) and other diseases as required by applicable law, by immunization, prior to enrollment, unless the parent or legal guardian submits a refusal of immunization for medical reasons signed by a physician or refusal for religious reasons affidavit signed by a notary public.

The superintendent or superintendent's designee shall notify the parent or guardian in writing of the foregoing requirements and the right to submit affidavits or statements to object to the requirements, as applicable. The superintendent or superintendent's designee shall also provide a telephone number or other contact information to assist the parent or guardian in receiving information regarding free or reduced –cost visual evaluation for low-income families who qualify.

A student who fails to meet the foregoing requirements shall not be permitted to enroll or to enter school, or if provisionally enrolled or enrolled without compliance, shall not be permitted to continue in school until evidence of compliance or an exemption from compliance is given.

#### Enrollment of Expelled Students

If a student has been expelled from any public school district in any state, and the student has not completed the terms or time period of the expulsion, the student shall not be permitted to enroll in this school district until the expulsion period from such other school has expired, unless the school board of this district in its sole and absolute discretion upon a proper application approves by a majority vote the enrollment of such student prior to expiration of the expulsion period. As a condition of enrollment, the school board may require attendance in an alternative school, class or educational program pursuant to Nebraska law until the terms or time period of the original underlying expulsion are completed. A student expelled from a private, denominational, or parochial school or from any public school in another state, will not be prohibited from enrolling in the public school district in which the student resides or in which the student has been accepted pursuant to the enrollment option program for any period of time beyond the time limits place on expulsion, pursuant to the Student Discipline Act, or for any expulsion for an offense for which expulsion is not authorized for a public school student under such Act. For purposes of this policy, the term expulsion or expelled includes any removal from any school for a period in excess of twenty (20) school days.

### **Section 7      Positive Behavior Intervention & Supports (PBIS)**

In order to ensure a safe learning environment for all students, the school staff is committed to the following:

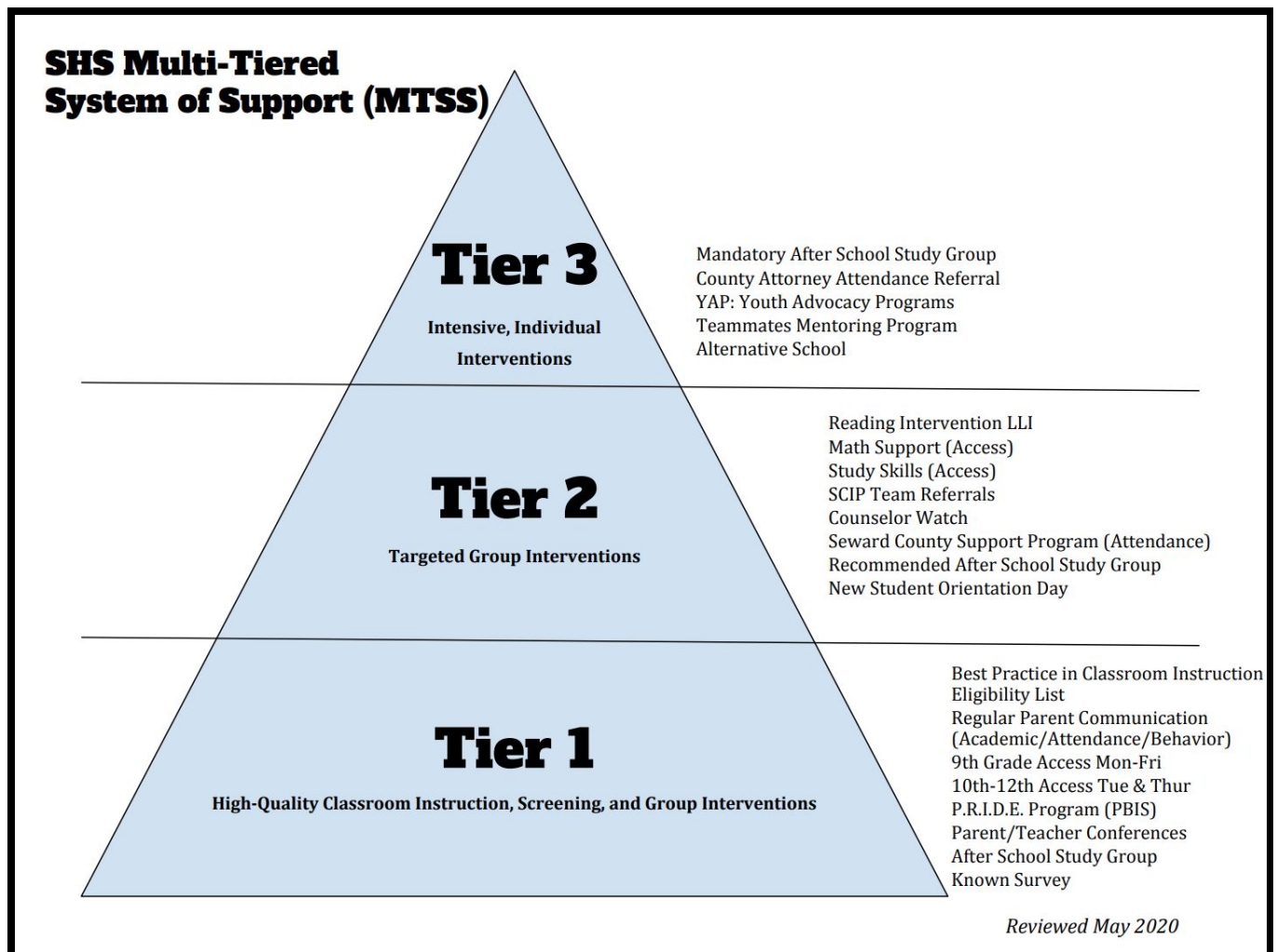
- Using a positive, preventative and educational approach to student behavior.
- Having a plan with clear direction for staff
- Explicitly teaching student behavior expectations
- Empowering all staff to implement the plan



- Having students taking responsibility for their own behavior
- Using natural and logical consequences when behavior problems occur
- Seeking parent support for appropriate student conduct and disciplinary procedures

In order to carry out the philosophy and beliefs stated above, our school has chosen to implement the Positive Behavior Support (PBIS) model. PBIS is a program designed to build a more positive school-wide atmosphere. The ultimate goal is to teach students to be self-managers, who encourage and challenge each other to higher behavioral and academic standards. This is accomplished through the use of clear expectations which are explicitly taught, regularly acknowledged and fairly corrected. Students are “set up” for success in school.

## Section 8 Multi Tiered Student Support Services (MTSS)



## **SCIP Team**

The staff of Seward High School recognizes that students can have experiences that may affect their academic and social life. The primary goal of the School Community Intervention Program (SCIP) is preventative in nature designed to help students before their experiences become overwhelming.

Experiences may include:

|                             |                   |
|-----------------------------|-------------------|
| Depression                  | Dropping Out      |
| Students Not Living at Home | Abuse             |
| Divorce                     | Time Management   |
| Eating Disorders            | Suicide           |
| Self Esteem                 | Test Anxiety      |
| Death                       | Under Achievement |
| Single Parent Families      | Failing Grades    |
| Absenteeism/Tardiness       |                   |

Students in need of information or help may be referred by various concerned individuals including: self, peers, family, or school staff. Referral forms can be obtained from any staff member (which will include cooks, custodian staff, secretaries, library aides, coaches, teachers, or administrators). Completed forms can be returned to any staff member or the SCIP team leader. After the referral, information will be gathered to help identify the problem(s) the student is experiencing. The SCIP team will then meet to formulate an appropriate plan of action.

Once a problem has been identified and the extent of the problem is known, the student will be encouraged to accept the needed help. Team members will help students consider possible options and encourage them to make decisions that will resolve their problem in a positive way. At some level parents may be involved in the process.

The next step involves providing help for the student. The assistance recommended will vary with the type and severity of the problem. Finally, student assistance programs will provide support for students as they make adjustments in their lifestyles and seek to make appropriate life decisions. In cases of extreme physical, mental, or family circumstances, the SCIP team may elect to allow students to have a schedule that deviates from the listed requirements.

## **Section 9 Seward Alternative Education Center (SAEC)**

### **Philosophy**

All students at the Seward Alternative Education Center will be provided an opportunity and encouraged to grow socially and academically in a positive, nurturing, challenging environment.

### **Introduction**

The SAEC is an alternative education program provided by the School District of Seward. The major emphasis of the program is to provide a self-paced educational setting where individual students can earn a diploma while working through a more individualized program of study. Students are expected to display appropriate behaviors at all times. Students are expected to follow all rules and policies of conduct stated in School District of Seward Student-Parent Handbooks.

**Student Eligibility**

Students in grade 6 through 12 are eligible for the program and must be referred by a building administrator. For special education students being referred to the program, an individual education plan (IEP) team will meet to consider the reasons for referral, and will make the decision if the referral is appropriate.

**Application Procedure**

Students who are accepted to the SAEC, and who agree to attend the program, must complete an application with their parents or guardians. Completing the application process is the first step between the student and school to work together to have a successful educational experience. Application is made by contacting the appropriate school counselor.

**Selection Criteria**

Determining factors in the selection process are:

A. Students:

1. Attendance – Students must be able to commit to attending daily.
2. Discipline – All discipline issues will be referred to the principal.
3. Age
4. Ability to meet graduation requirements – Students must be able to achieve graduation as established by the Board of Education.
5. Ability to work independently – In order to accomplish the goals of our program, students need to demonstrate the ability to work independently. This includes being able to set daily, weekly, and long term goals by using the APEX online curriculum and being able to achieve these goals.

B. Parents and student are motivated and committed to student success.

C. Parents and students are willing to communicate with the school about individual needs of the family.

D. Parents support both the student and the school by:

1. Providing a quiet study environment nightly in the home
2. Attending parent/teacher conferences
3. Communicating with SAEC staff
4. Reviewing this handbook with the student

**Acceptance**

Acceptance is based on the willingness of the student and parent/guardian to adhere strictly to the regulations established regarding building rules, student behavior, and especially classroom expectations.

**Daily Schedule**

The SAEC offers a morning session and an afternoon session Monday through Friday. The morning session begins at 8:15 a.m. and ends at 11:30 a.m. The afternoon session begins at 12:00 p.m. and ends at 3:15 p.m. Students are assigned a session based on current

enrollment, student needs, and mitigating circumstances. Students can work on assignments at school and off campus with internet access. All course final tests must be completed at school under supervision of school staff. Students not gainfully employed are required to attend Seward High School half days or full days at SAEC. **Full-time students will have a closed campus lunch and will eat in the classroom area. Half-day students will leave campus immediately upon dismissal.** Students enrolled at SAEC and SHS will eat during the first lunch shift.

**Students and parents are responsible for all transportation needs.**

### **Absences, Tardies and Appointments**

If you are not at school for the day or will be arriving late, **a parent or guardian MUST call us at 643-2986 on the day of the absence or tardy. Students are accountable to the same attendance procedure at SHS. Students who exceed the 5 day per term attendance limit (Medical, Court or Funeral documented absences do not count toward the 5 day limit but do count toward the 20 day per year report that goes to the County Attorney's office)** will not be awarded any credit until time is made up. Students in grades 9 – 12 must not make any appointments during your scheduled school time.

### **Graduation Requirements and Procedures**

See Graduation Requirements in the previous section in the student handbook.

A. A student must have successfully passed a total of 235 semester hours and the service learning requirement by the close of his or her senior year in order to graduate. If a student has employment, they can present the school with proof of hours worked, within the week they are paid, for school credit. Every sixty hours worked will be equivalent to five hours of elective credit.

B. **A cap and tassel fee will be due prior to graduation.** Presentation of the Seward Alternative Education Center Diploma will be made at the next scheduled Board of Education meeting upon completion of graduation requirements.

C. Students who successfully complete the requirements for graduation and receive no more than 35 credits from the SAEC will be eligible to participate in commencement exercises at Seward High School in May provided that they have attended SHS main building classes for a minimum of one semester.

D. Cell phones and other electronic communication devices may be used before school, after school, and during school hours during breaks and at lunch. Cell phones and other electronic communication devices may not be used during instructional time unless the classroom teacher has given permission. The use of these devices during instructional time will be subject to the following consequences:

- 1st Offense: Phone brought to the office and parent must come to school to claim. One ½ hour detention assigned.
- 2nd Offense: Phone brought to the office and student must serve one hour detention. Parent must come to the office to claim.

- 3rd Offense: Phone brought to the office and student serves one day of in-school or out-of-school suspension. Parent must come to school to claim.
- 4th and each subsequent offense: Phone brought to the office and student serves three-day out-of-school suspension. Parent must come to school to claim.

### **Course Load**

You will be required to register for a minimum of four (4) classes per semester. Each class is worth five (5) credits. As soon as you complete the requirements for a class, at any time during a reporting period, you will be enrolled in your next class.

### **Extracurricular Activities**

SAEC students who full time at SAEC or are on a flexible schedule (**halftime SAEC and half time work experience**) will NOT be eligible to participate in any extracurricular activities. Students enrolled in classes at both the SAEC and SHS will be allowed to participate in extracurricular activities; however, the same school rules of conduct and behavior apply to them. The same requirements for eligibility pertaining to grades and discipline will be applied to SAEC students. There will be no exceptions.

## **Drugs, Alcohol, Tobacco, and Electronic Nicotine Delivery Systems or Products**

### **Section 1 Drug-Free Schools**

The district implements regulations and practices that will ensure compliance with the Federal Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The district's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

#### *Education and Prevention*

This district promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades of this school district. Further, this district will have proper in-service orientation and training for all employed staff.

#### *Drug and Alcohol Use and Prevention*

By this handbook, each student of the district is hereby provided a copy of the standards of conduct for student behavior in the district which prohibit the unlawful possession, use or

distribution of illicit drugs and alcohol on school premises or as part of any of the school's activities.

*Drug and Alcohol Education and Prevention Program of the District Pursuant to The Safe and Drug-Free Schools and Communities Laws and Regulations*

All students are provided age appropriate, developmentally based drug and alcohol education and prevention programs for all students of the schools. It shall be the policy of the district to require instruction at such grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such instruction shall be designed by affected classroom teachers or as otherwise directed by the board to be appropriate to the age of the student exposed to such instruction. One of the primary objectives shall be the prevention of illicit drug and alcohol use by students. It shall further be the policy of the district to encourage the use of outside resource personnel such as law enforcement officers, medical personnel and experts on the subject of drug and alcohol abuse, so that its economic, social, educational and physiological consequences may be made known to the students of the district.

It shall further be the policy of the district, through the instruction earlier herein referred to, as well as by information and consistent enforcement of the board's policy pertaining to students conduct as it related to the use of illicit drugs and the unlawful possession and use of alcohol, that drug and alcohol abuse is wrong and is harmful to the student and the district, and its programs.

*Drug and Alcohol Counseling, Rehabilitation and Reentry Programs*

All students shall be provided information concerning available drug and alcohol counseling, rehabilitation and re-entry programs within sixty (60) miles of the administrative offices of the district or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the district upon request of by the school counselor.

In the event of disciplinary proceedings against any student for any district policy pertaining to the prohibition against unlawful possession, use or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parents or guardian concerning available drug and alcohol counseling, rehabilitation and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student and his or her parent or guardian.

*Standards of Student Conduct Pertaining to the Unlawful Possession, Use or Distribution of Illicit Drugs or Alcohol on School Premises or as a Part of Any of the School's Activities*

(In addition to standards of student conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities.) This shall include such unlawful possession, use or distribution of illicit drugs and alcohol by any student of the district

during regular school hours or after school hours at school sponsored activities on school premises, at school-sponsored activities off school premises.

Conduct prohibited at places and activities as hereinabove shall include, but not be limited to, the following:

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of alcohol on school premises or as a part of any of the school's activities.
4. Use of any illicit drug.
5. Distribution of any illicit drug.
6. Use of any drug in an unlawful fashion.
7. Distribution of any drug or controlled substance when such distribution is unlawful.
8. The possession, use, or distribution of alcohol.

It shall further be the policy of the district that violation of any of the above prohibited acts will result in disciplinary sanction being taken with the bounds of applicable law, up to and including short-term suspension, long-term suspension, expulsion, and referral to appropriate authorities for criminal prosecution.

#### *Drugs and Alcohol Prohibited – Standards of Conduct for Students*

The manufacture, possession, selling, dispensing, use or being under the influence of alcohol or any alcoholic beverage or alcoholic liquor on school grounds, or during an educational function, event, or activity, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any controlled substance or drug, including but not limited to marijuana, any narcotic drug, any hallucinogen, and stimulant, or any depressant on school grounds, or during an educational function, event, or activity, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout and reproduction fluid on school grounds, or during an educational function, event, or activity, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use of any look-alike drug or look-alike controlled substance on school grounds, or during an educational function, event, or activity, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, or use of tobacco, tobacco look-alike products, or electronic nicotine delivery systems or products on school grounds, or during an educational

function, event, or activity, or off school grounds if there is a substantial interference with school purposes, is prohibited.

Any prescription or non-prescription drug, medicine, vitamin or other chemical may not be taken unless authorized as stated in the next session on AUTHORIZED USE.

#### Authorized Use

Any student whose parent or guardian requests that he or she be given prescription or non-prescription medicine, drug, or vitamin shall provide signed permission by parent or physician.

#### Disciplinary Sanctions

1. Violation of this policy may result in suspension or expulsion. Prohibited substances will be confiscated and could be turned over to law enforcement authorities. The student may be referred for counseling or treatment. Parents or legal guardians will be notified.
2. If the student is observed to be violating this policy, the student will be escorted to the principal's office immediately, or if not feasible, the principal will be notified. The student's parents or legal guardian will be requested to pick up the student. If it appears there is imminent danger to other students, school personnel, or students involved, the principal, or such other personnel as authorized by the principal, may have the student removed by authorized medical or law enforcement personnel.
3. Parents and students shall be given a copy of the standards of conduct and disciplinary sanctions required and shall be notified that compliance with the standards of conduct is mandatory.

#### Intervention

The Seward Public School District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational climate or activity, the school then has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students and employed staff information about any drug and alcohol counseling, rehabilitation and re-entry programs, which are available to students.

#### Administration

The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.



### **Safe and Drug-Free Schools – Parental Notice**

The handbook receipt shall also serve to demonstrate that you as parent or guardian of a student attending Seward Public Schools have received notice of the standards of conduct of this district expected of students concerning the absolute prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities as described in board policy or administrative regulation. This notice is being provided to you pursuant to the safe and drug-free schools law and 34 C.F.R. Part 86, both federal legal requirements for the district to obtain federal financial assistance. Your signature on the handbook receipt acknowledges that you and your child or children who are students attending this district fully understand the district's position absolutely prohibiting the unlawful possession, use, or distribution of illicit drugs and the possession, use, or distribution of alcohol or tobacco on school premises or as a part of the school's activities as herein above described and that compliance with these standards is mandatory. Any non-compliance with these standards can and will result in punitive measures being taken against any student failing to comply with these standards.

## **Students Rights, Conduct, Rules and Regulations**

### **Section 1 Student Conduct-Discipline Policies/Procedures**

The common goal of students, parents, faculty and administration of Seward High School is to maintain a school atmosphere that is conducive to learning. In order to achieve this, Seward High School will continue to review and distribute a set of reasonable and fair rules and policies.

Students who violate school rules will face disciplinary consequences up to and including expulsion from school. The code of conduct and procedure for imposing discipline on students is set forth in the student handbook. The board of education will not consider an appeal of any disciplinary sanction unless the student and his/her family have complied with the procedures set forth in the handbook.

### **Short-Term Suspension**

The Principal or the Principal's designee may exclude students from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth
2. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, that occur on or off

school grounds, if such conduct interferes with school purposes or there is a connection between such conduct and school.

The following process applies to short-term suspension:

1. The Principal or the Principal's designee shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who, in addition to the parent or guardian, is to attend the conference.

#### Long-Term Suspension

Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of more than five school days but less than twenty school days on (long-term suspension) the conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is hereinafter set forth.

#### Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.
3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program and to such other consequences which the school district deems appropriate. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation. At the conclusion of the designated period: (1) if the student has satisfactorily participated in the school, class, or program to which such student has been assigned the student shall be reinstated and permitted to return to the school of former attendance or to attend other programs offered by the district, and action to expunge the record of the expulsion action may be taken at the discretion of the Superintendent or his or her designee, or (2) if the student's conduct has been unsatisfactory, the expulsion action shall be enforced. The determination of whether the students' participation and conduct has been satisfactory or not shall be made by Principal or the Principal's designee.
4. **Students Subject to Juvenile or Court Probation.** Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions

of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

#### *Other Forms of Student Discipline*

Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures and a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

#### *Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment*

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property or setting or attempting to set a fire;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or

other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.

4. Threatening or intimidating any student or adult for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
6. Engaging in the possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103 or being under the influence of a controlled substance or alcoholic liquor (note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor or smell of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);
7. Public indecency or sexual conduct;
8. Sexually assaulting or attempting to sexually assault any person. In addition, if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults, the student is subject to suspension, expulsion, or mandatory reassignment regardless of where the conduct took place. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in sections 28-319 and 28-320, as such sections now provide or may hereafter from time to time be amended;
9. Truancy or failure to attend assigned classes or assigned activities;
10. Tardiness to school, assigned classes or assigned activities;
11. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
12. Dressing in a manner which is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distractive or indecent to the extent that it interferes with the learning and educational process.
13. Willfully violating the behavioral expectations for those students riding school district buses.
14. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
15. A repeated violation of any rules and standards validly established by the Board of Education or school officials if such violations constitute a substantial interference with school purposes. Those rules include:

- a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
- b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
- c. Violating school bus rules as set by the school district or district staff;
- d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation or electronic cigarettes, vapor pens, etc.;
- e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
- f. Possession of pornography;
- g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
- h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;
- i. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and

- posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- j. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
  - k. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
  - l. Using any object to simulate possession of a weapon; and
  - m. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.
16. In addition, a student who engages in the following conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
- a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or,
  - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
17. Firearms
- a. A student who is determined to have brought a firearm to school, or to have possessed a firearm at school, shall be expelled from school for a period of not less than one calendar year. The Superintendent may modify such one-year expulsion requirement on a case-by-case basis, provided that such modification is in writing. The term "to school" or "at school" means on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event.
  - b. Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:
    - i. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.

- ii. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- iii. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
- iv. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

**Reporting Student Law Violations:**

- 1. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardians as soon as possible.
- 2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
- 3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it shall be the policy of the Seward Public Schools to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
  - a. Knowingly possessing illegal drugs, alcohol, tobacco and vapor products
  - b. Assault
  - c. Vandalism resulting in significant property damage
  - d. Theft of school or personal property of a significant nature
  - e. Automobile accident
  - f. Any other behavior which significantly threatens the health or safety of students, staff or other persons or which is required by law to be reported.

When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent or guardian of the fact that the referral to legal authorities has been or will be made.

**Due Process Procedure:**

The following procedures shall be followed regarding any long-term suspension, expulsion or mandatory reassignment.



1. The Principal shall file a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his or her designee.
2. If the Principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, the Principal may suspend the student until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the Superintendent.
3. The Principal or his or her designee shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
  - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence.
  - b. The penalties to which the student may be subjected and the penalty that the Principal, or his or her designee has recommended in the charge.
  - c. A statement explaining the student's right to a hearing upon request on the specified charges.
  - d. A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
  - e. A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
  - f. A form or a request for hearing to be signed by such parties and delivered to the Superintendent, the Principal or a designee in person or by registered or certified mail.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. If the Superintendent, Principal, or designee has not received a request for hearing within five school days following receipt of the written notice, the Principal's recommended consequence shall automatically go into effect.
6. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student

shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.

7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
8. If a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

Hearing Procedure:

1. **Hearing Officer.** The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.
2. **Administrative Representative.** The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. **Notice of Hearing.** If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.
4. **Continuance.** Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
5. **Access to Records.** The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the school district at any reasonable time prior to the hearing.
6. **Hearing Procedure.** The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing.

The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross-examination nor will any conclusion be drawn therefrom. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.

7. **Availability of Witnesses.** The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.
8. **Record.** The proceedings of the hearing shall be recorded at the expense of the school district.
9. **Findings.** Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
10. **Review by Superintendent.** The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.
11. **Notice of Determination.** Written notice of the findings and recommendations of the hearing officer and the Superintendent's determination shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the Superintendent's determination shall take immediate effect.

12. **Appeal to Board.** The student, student's parents or guardian may, within seven school days following the receipt of the Superintendent's decision, submit to the Superintendent of schools a written request for a hearing before the Board of Education.
13. **Review by Board of Education.** Upon receipt of the request for review of the Superintendent's determination, the Board of Education or a committee of not less than three members shall, within ten school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.
14. **Final Decision of Board of Education.** The final decision of board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

## **Section 2      Disciplinary Point System – 100 Point Maximum per School Year**

The purpose of the discipline point system is to:

1. Improve the educational environment for students, teachers, parents, and staff.
2. Inform students and parents of rules and policies
3. Record discipline violations in a systematic way

Parents and students must be made aware of any violation of school policies and procedures concerning behavior. Progressive discipline is based upon the belief that an individual does not have the right to infringe upon the rights of others. Also, all people concerned with the school have the responsibility of creating a positive learning environment. The vehicle used to implement the discipline system is a point system. Each student will begin with zero points at the beginning of the school year. Each discipline action will carry a point value. If 100 points are obtained before the end of the school year, then the student will be recommended for expulsion and due process will be followed. The length of suspension or expulsion will carry over into the

next semester/year if the semester or school year ends before the suspension or expulsion has been served.

The following categories will be used as a guideline to determine consequences for student misconduct, however, not all behavior can be predicted and/or categorized; therefore, the administration reserves the right to handle situations on an individual basis.

State law gives the administration and teaching personnel in the school the responsibility of maintaining good order and discipline. Those in charge of the classrooms and activities may take such actions as are necessary regarding student behavior, including, but not limited to counseling, parent conferences, rearrangement of schedules, requirements that a student remain in school before or after regular hours to do additional work, requirements that a student receive certain counseling and restriction of extracurricular activities. In some disciplinary cases an audio recorder will be used. If a student is referred to the administration by reason of violating established rules and standards, one or more of the following forms of disciplinary action might be taken:

#### DETENTION

The administration/teaching staff as a corrective measure for infractions of school policy and behavioral problems assigns detention time. Students serving detention are expected to:

1. Report to the office/classroom immediately after school.
2. Bring adequate schoolwork and supplies to keep busy for the entire period.
3. Report to the office/room every afternoon at 3:40 p.m. until the detention time is made up.

Failure to report for detention will result in additional detention time being assigned. Continued refusal to complete the detention will result in a parent conference and suspension. Teachers may take a student to their classroom for individual help and study. Conflicts with transportation or jobs will be taken into consideration if the student indicates there is a problem prior to the detention time being served. This will not excuse detention time.

#### IN-SCHOOL SUSPENSION

Any disciplinary action whereby a student is separated from class attendance, but is required to be at school until 4:00 p.m. In-school suspension generally lasts from one to three days.

#### SHORT TERM SUSPENSION

Up to and including five (5) school days. Schoolwork will be due upon return for full credit after a first offense. Make arrangements to pick up work before leaving. (See Section 1)

#### LONG TERM SUSPENSION

More than five school days, but less than twenty school days. (See Section 1)

#### MANDATORY REASSIGNMENT

Assignment to another educational setting.

### EXPULSION

Exclusion from attendance in all schools, grounds, and activities. (See Section 1)

## **Section 3 Disciplinary Point System Chart**

### **PROGRESSIVE DISCIPLINE LEVELS**

**Actions that are not disruptive in nature to the learning process, discipline would be the same as category 1 but without points. Failure to attend detention would result in points.**

**A. Detention**

**B. Detentions**

**C. 1-5 Days In-School Suspension**

**D. 5-10 Days In-School Suspension**

**E. 1-5 Days Out-of-School Suspension**

**F. 5-10 Days Out-of-School Suspension**

**G. 10 Days Out-of-School Suspension**

**H. Recommend Expulsion**

**I. Police will be notified**

***Note: Parents will be notified at levels C through I. In-School Suspension may be substituted for Out-of-School Suspension***

| Offense                             | Category | Points | 1 | 2 | 3 | 4 | 5 |
|-------------------------------------|----------|--------|---|---|---|---|---|
| Public Display of Affection         | I        | 0      | A | B | B | C | E |
| Dress Code Violation                | I        | 0      | A | B | B | C | E |
| Other                               | I        | 0      | A | B | B | C | E |
| Sleeping in Class                   | II       | 8      | A | B | B | C | E |
| Disruption of class/school/assembly | II       | 8      | A | B | B | C | E |
| Parking Illegally                   | II       | 8      | A | B | B | C | E |
| Inappropriate Behavior/Gestures     | II       | 8      | A | B | B | C | E |

|                                                        |     |    |   |   |   |   |   |
|--------------------------------------------------------|-----|----|---|---|---|---|---|
| Profanity/Vulgarity                                    | II  | 8  | A | B | B | C | E |
| Failure to attend detention                            | II  | 8  | A | B | B | C | E |
| Cell Phone/Headphones/Electronic Device (Confiscation) | II  | 8  | A | B | C | E | E |
| Repeated violations of Category I                      | II  | 8  | A | B | B | C | E |
| Other                                                  | II  | 8  | A | B | B | C | E |
| Skipping/Cutting Class/Leaving without Permission      | III | 10 | B | B | C | C | E |
| Disorderly Conduct                                     | III | 10 | B | B | C | C | F |
| Failure to identify self to school officials           | III | 10 | B | B | C | C | F |
| Inappropriate Dress                                    | III | 10 | B | B | C | C | F |
| Indecent Material                                      | III | 10 | B | B | C | C | F |
| Jeopardizing the safety of oneself or others           | III | 10 | B | B | C | C | F |
| Leaving school grounds without permission              | III | 10 | B | B | C | C | F |
| Lying                                                  | III | 10 | B | B | C | C | F |
| Misuse of school Material and Equipment                | III | 10 | B | B | C | C | F |
| Not following request of school official               | III | 10 | B | B | C | E | F |
| Trespassing                                            | III | 10 | B | B | C | C | F |
| Skipping Assigned Detention                            | III | 10 | B | B | C | C | F |
| Other                                                  | III | 10 | B | C | E | E | F |
| Cheating/Plagiarism                                    | IV  | 14 | C | C | E | F | F |
| Careless Driving/Speeding                              | IV  | 14 | C | C | E | F | F |
| False Call/Forgery of Notes                            | IV  | 14 | C | C | E | F | F |
| Vandalism                                              | IV  | 14 | C | C | E | F | F |
| Theft 1                                                | IV  | 14 | C | C | E | F | F |

|                                                                                     |     |    |     |     |     |     |   |
|-------------------------------------------------------------------------------------|-----|----|-----|-----|-----|-----|---|
| Disrespect to Faculty Members                                                       | IV  | 14 | C   | E   | E   | F   | F |
| Other IV                                                                            | IV  | 14 | C   | E   | E   | F   | F |
| Gross Misbehavior                                                                   | V   | 21 | E   | E   | E   | G   | G |
| Harassment/Intimidation/Bullying                                                    | V   | 21 | E   | E   | E   | G   | G |
| Vandalism 2                                                                         | V   | 21 | E   | E   | E   | G   | G |
| Theft 2                                                                             | V   | 21 | E   | E   | E   | G   | G |
| Insubordination                                                                     | V   | 21 | E   | E   | E   | G   | G |
| Fighting                                                                            | V   | 21 | E   | E   | E   | G   | G |
| Other                                                                               | V   | 21 | E   | E   | E   | G   | G |
| Use/Possession of Tobacco Products/electronic nicotine delivery systems or products | V   | 28 | E/I | E/I | F/I | F/I |   |
| Indecent Behavior                                                                   | VI  | 28 | F   | G   | G   | H   |   |
| Open/Persistent Defiance of Authority                                               | VI  | 28 | F   | G   | G   | H   |   |
| Threatening Behavior                                                                | VI  | 28 | F   | G   | G   | H   |   |
| Physical Assault                                                                    | VI  | 28 | F   | G   | G   | H   |   |
| Other                                                                               | VI  | 28 | G   | H   | H   | I   |   |
| Under the influence of Alcohol/Drugs                                                | VI  | 28 | F   | F   | G   | G   |   |
| Possession of Alcohol/Drug Paraphernalia                                            | VI  | 28 | F   | G   | G   | H   |   |
| Extortion                                                                           | VII | 50 | G/I | G/I |     |     |   |
| False Fire Alarm                                                                    | VII | 50 | G/I | G/I |     |     |   |
| Possession of Weapon other than Firearm                                             | VII | 45 | G/I | G/I |     |     |   |
| Possession or Use of Firecrackers                                                   | VII | 45 | G/I | G/I |     |     |   |
| Terroristic Threats                                                                 | VII | 45 | G/I | G/I |     |     |   |



|                                             |      |     |     |     |  |  |  |
|---------------------------------------------|------|-----|-----|-----|--|--|--|
| Other                                       | VII  | 45  | G/I | G/I |  |  |  |
| Selling, Giving or Exchanging alcohol/drugs | VII  | 100 | H/I |     |  |  |  |
| Arson                                       | VIII | 100 | H/I |     |  |  |  |
| Bomb Threat                                 | VIII | 100 | H/I |     |  |  |  |
| Physical Assault (School Employee)          | VIII | 100 | H/I |     |  |  |  |
| Possession and/use of Explosives            | VIII | 100 | H/I |     |  |  |  |
| Use of any instrument as a weapon           | VIII | 100 | H/I |     |  |  |  |
| Possession of Firearm                       | VIII | 100 | H/I |     |  |  |  |
| Other                                       | VIII | 100 | H/I |     |  |  |  |

#### **Section 4 Additional Student Conduct Rules**

The following additional student conduct rules are established. Failure to comply with such rules is grounds for disciplinary action, up to and including expulsion, as further specified in these rules. These rules govern student conduct on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event.

1. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office. Students at Seward High School are expected to dress in a way that is appropriate for a school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
  - a. Clothing or jewelry that is gang related;
  - b. Clothing that shows an inappropriate amount of bare skin or underwear (such as shorts and skirts of a length that pose a disruption to the environment of the

school, midriffs, spaghetti straps, excessively torn attire, sagging pants or shorts that are worn below the waist, school dress that exposes undergarments such as sports bras, underwear, etc.);

- c. Clothing that is excessively tight fitting or revealing;
- d. Clothing or jewelry that advertises, promotes or makes reference to beer, alcohol, tobacco, electronic nicotine delivery systems or products, or illegal drugs;
- e. Clothing or jewelry that could be used as a weapon or that would encourage “horseplay” or not needed in the school building (such as but not limited to: chains, trucker wallets, rings, spiked apparel, pliers/tools);
- f. Headwear including hats, caps, hoods, sunglasses, bandanas and scarves;  
**(Students are to remove headwear when entering the building and hats should be placed in school lockers for the duration of the school day and worn after the student leaves the building.)**
- g. Clothing, tattoos or jewelry that displays indecent writing, pictures, slogans, nudity, makes sexual references or carries double meanings and/or creates a distraction at school;
- h. Excessive makeup that causes an unnecessary distraction;
- i. Health laws require that shoes be worn at all times while at school;
- j. No blankets in the classrooms.
- k. **No backpacks or bags in the classroom. All bags need to be place in assigned locker. This includes 5th period.**

Consideration will be made for students who wear special clothing as required by religious beliefs, disability or to convey a particularized message protected by law.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

2. **Bullying and harassment are prohibited.** Students who engage in bullying or harassing behavior are subject to discipline up to and including expulsion. Bullying behavior is defined as the use of verbal, nonverbal, written, and electronic communication (including but not limited to instant messaging, text messaging, emailing, and using websites) to threaten, intimidate, ridicule, humiliate, or harass any person.
- a. A student who engages in bullying behavior on district property, in a vehicle owned, leased, or contracted by the district being used for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event shall be subject to discipline including, but not limited to, long-term suspension and expulsion.
  - b. Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district’s day-to-day operations, or the education process,

regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

- c. The extent of the disciplinary consequences will depend on the frequency, duration, severity, and effect of the bullying behavior.

**Dating Violence:** Dating violence, as that term is defined by Nebraska law, will not be tolerated. Students who engage in dating violence will receive consequences that are consistent with the Nebraska Student Discipline Act and this district's student discipline policies.

**Hazing:** Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law. Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

### 3. **Computer Use/Student Expectations in the Use of the Internet**

Students who violate the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion. Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

#### **Acceptable Use**

- Students may use the Internet to conduct research assigned by teachers.
- Students may use the Internet to conduct research for classroom projects.
- Students may use the Internet to gain access to information about current events.
- Students may use the Internet to conduct research for school-related activities.
- Students may use the Internet for appropriate educational purposes.

#### **Unacceptable Use**

- Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
- Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.

- Students shall not use electronic mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers without approval.
- Students shall not use school computers to participate in online auctions, online gaming or mp3 sharing systems. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
- Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
- Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
- Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
- Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
- Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
- Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
- Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
- Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
- Students shall not forge electronic mail messages, web pages, digital communications, or web-based communications, including but not limited to facebook, and twitter, etc.
- Students shall not use technology to intimidate, harass or threaten others (Cyberbullying).

### **Methods of Enforcement**

- The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
- The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
- Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.

- The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.
  - Consequences for Violation of this Policy
  - Access to the school's computer system and to the Internet is a privilege, not a right.
- Any violation of school policy and rules may result in:*
- Loss of computer privileges;
  - Short-term suspension;
  - Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
  - Other discipline as school administration and the school board deem appropriate.
  - Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.
4. Students are not given hallway passes, restroom passes or telephone passes to leave a classroom unless special circumstances arise. Students are not given passes the first ten minutes and the last ten minutes of class.
  5. Students in the hallway during class time must have a pass with them.
  6. Food, candy and drinks are allowed in the classroom (at teachers' discretion) and hallways. Sack lunches are the only "outside" food allowed to be consumed during lunch. No "fast food" is allowed to be delivered unless approved in advance by administration. Containers, such as water or juice bottles, that have been previously opened and brought into the building are subject to search.
  7. Students are expected to bring all books and necessary materials to class.
  8. Assignments for all classes are due as assigned by the teacher.
  9. At the end of each period, the teacher dismisses the students. Students are not to begin to pack up or leave the class until the dismissal bell has rung and the teacher has dismissed the class.
  10. Special classes such as industrial technology, agriculture, art, physical education, computers and other lab based classes will have other safety or clean-up rules that will be explained to you by that teacher which must be followed.
  11. Students are not to bring items to school that are not required for educational purposes as they may be taken from your locker and will not be allowed in the classroom. These items are classified as "nuisance items" and include, but are not limited to: a) earbuds – unless teachers give special permission in their classroom and it does not cause a distraction to the learning,, b) laser pointers, c) pliers/tools, etc.
  12. Students are to have only one earbud or headphone at any time--even with permission--due to safety concerns.
  13. Students are to keep the hallways clear so others may pass.
  14. Snow handling is prohibited.
  15. Students are not allowed to record others without administration approval and consent of others being recorded.
  16. By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when the staff determines that such a search is reasonable and necessary.

17. Students may not have cell phones or electronic devices on while they are in locker rooms or restrooms.
18. The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, e-mailing, etc.) may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution and possible inclusion on sex offender registries.
19. While on school property, as a school activity or in a school vehicle, students may not use their cell phones or electronic devices to bully, harass or intimidate any other person.
20. Students shall be personally and solely responsible for the security of their electronic devices. The district is not responsible for theft, loss or damage of any electronic device, including any calls or downloads.
21. Cell phone, earbuds, headphones and other electronic communication devices may be used before school, after school, and during school hours during passing periods and at lunch. (Due to safety, all students are required to have one ear open and free of earbuds/headphones during these approved time periods to be able to hear alarms and instructions) Cell phones/headphones and other electronic communication devices may not be used or worn during instructional time unless the classroom teacher has given permission and should be placed in the classroom designated area or in the student's locker. The use of these devices during instructional time will be subject to the following consequences:
  - 1st Offense: Phone/Headphone/Electronic devices brought to the office and parent must come to school and claim. One ½ hour detention assigned.
  - 2nd Offense: Phone/Headphone/Electronic devices brought to the office and student must serve one hour detention. Parent must come to the office and claim.
  - 3rd Offense: Phone/Headphone/Electronic devices brought to the office and student serves one day of in-school or out-of-school suspension. Parent must come to school and claim.
  - 4th and each subsequent offense: Phone/Headphone/Electronic devices brought to the office and student serves three-day out-of-school suspension. Parent must come to school and claim.

# 1 to 1 Chromebook Initiative Policies and Procedures

Seward Public Schools is proud to offer our high school students Chromebook devices for use at school and home. The 1 to 1 Chromebook program, which provides mobile computing and wireless technology to all grade 9-12 students, has been designed to enhance delivery and assist with individualized instruction.

**For parents and students, the following information is provided to help everyone understand the expectations and the responsibility of care and use related to receiving a Chromebook.**

- Students will receive instruction on the proper use and care of a Chromebook.
- Students will be able to take the Chromebook home during the school year once the student and parent have signed the Chromebook Loan Agreement Form, the Student Handbook Receipt, and paid the required technology fee.
- Students are expected to treat the Chromebook as a valuable piece of equipment.
- Students must take all precautions to prevent theft; for example, do not leave the Chromebook unattended or in a car.
- Students must take precautions to prevent damage to the Chromebook; for example, do not leave the Chromebook where there is danger of coming into contact with moisture or excessive heat/cold temperatures.
- Students are to use the Chromebook to access only socially and educationally appropriate materials and websites.
- Students who wish to use the Chromebook to purchase goods and services from the Internet have full responsibility for any financial obligations incurred from doing so.
- Students are to use the Chromebook in accordance with all Seward Public Schools technology policies including all stipulations found on the Chromebook Loan Agreement Form.
- Chromebook are property of Seward Public Schools and must be returned at the end of the school year, upon withdrawal from Seward Public Schools, and/or at the request of the administration. Willful failure to return the Chromebook in accordance with the stated conditions will result in criminal prosecution.
- Since the Chromebook are property of the school district, officials of the school have the right to review all material stored on or accessed by any Chromebook and/or student. School officials may revoke a student's Chromebook privileges for any misuse or violation of policies.

## Receiving Your Chromebook

Chromebooks will be distributed during our new Student Orientation. At least 1 parent and student must attend an annual session for orientation and information. Before receiving an Chromebook, students and parents must sign and return the following items:

1. Chromebook Loan Agreement/Acceptable Use Form
2. Signed receipt of the Student/Parent Handbook

This equipment is, and at all times, remains the property of Seward Public Schools of Seward, Nebraska, and is here with lent to the Student/Borrower for educational purposes only for the academic school year. Student/Borrower may not deface or destroy this property in any way. Inappropriate use of the Chromebook may result in the Student/Borrower losing his/her right to use this Chromebook. The equipment will be returned to the school when requested by Seward Public Schools, or sooner, if the Student/Borrower withdraws from Seward Public Schools prior to the end of the school year.

Nebraska statutes 79-737 and 79-2,127 allow the District to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property.

Student/Borrower acknowledges and agrees that his/her use of the District Property is a privilege and that by Student/Borrowers agreement to the terms hereof, Student/Borrower acknowledges his/her responsibility to protect and safeguard the District Property and to return the same in good condition and repair upon request by Seward Public Schools. The Chromebook must be returned in good working order with all original parts.

### **Using Your Chromebook At School**

Chromebooks are intended for use at school each day. Students are responsible for bringing their Chromebooks to school and all classes each day, unless specifically told not to do so by a teacher or administrator. If students forget to bring an Chromebook to school, they may check out a loaner for the day from the school's media center. Loaners are on a first come, first serve basis and are subject to availability. Repeat violations will result in disciplinary action.

Chromebooks must be brought to school each day fully charged. Chromebooks have battery life of up to 10 (ten) hours, so charging should not be needed throughout the school day. Charge stations will be available in the library in the mornings and during lunch for those who forget to charge. Only charge your Chromebook with the charger you are given at checkout or a school provided charger. All students are provided lockers with your own locker combination. **DO NOT SHARE YOUR COMBINATION** with any other student(s).

### **Chromebook Repairs**

- Loaner Chromebooks may be issued to students when they leave their Chromebooks for repair with the Technology team located in the library, if available.
- Students will be expected to return the loaner Chromebook by the end of the school day to the library until their issued Chromebook returns from repair.

The student is financially responsible for all damages and repairs to the Chromebook.

**Lost/Stolen/Destroyed**

**\$320**



|                               |              |
|-------------------------------|--------------|
| <b>Screen Repair</b>          | <b>\$100</b> |
| <b>AC Adapter</b>             | <b>\$25</b>  |
| <b>Keyboard (broken keys)</b> | <b>\$25</b>  |
| <b>Case</b>                   | <b>\$40</b>  |

**Chromebook - lost/stolen/destroyed - \$320**  
**Screen Replacement and Labor - \$150**  
**Broken top/bottom case and Labor - \$65**  
**AC Adapter - \$40**  
**Keyboard (broken keys) and Labor - \$65**  
**Case - \$40**

Seward Public Schools purchased cases to help protect your device. Students are still reminded to handle the Chromebooks with extra care to avoid any damage. Other students will use these Chromebook cases again in the future. Students may not mark on the cases or put anything on the case that might damage the case, like duct tape, stickers not issued by the school, or jewels.

### **Screensavers and Background**

- Only appropriate backgrounds and screensavers may be used on the Chromebook.
- Presence of any weapons-related, pornographic, inappropriate language, alcohol or drug-related, gang-related, or inappropriate pictures or words on the Chromebook or within its files, as determined by the administration, will result in disciplinary action and where appropriate, law enforcement officials.
- The Chromebook is the property of Seward Public Schools. Therefore, staff, teachers, and administration have the right to check any material being used or stored on the Chromebook at any time.
- Violations of this policy can result in disciplinary action.

### **Sound**

Sound should be muted at all times unless permission is obtained from a teacher administrator for educational purposes or earbuds are in use.

### **Managing Your Files and Saving Your Work**

Students should save all of their work to their Google Drive. It is the student's responsibility to ensure work is not lost due to technical mistakes and accidental deletions.

### **Security**

Chromebooks will be filtered by software for appropriate use at school and off campus. Parents/guardians are responsible for monitoring appropriate use while off school grounds. Please see an administrator if any inappropriate sites are seen or accessed.

The District is not responsible for any viruses that may be transferred to or from Student/Borrowers other data storage medium and Student/Borrower agrees to use his/her best efforts to assure that the District Property is not damaged or rendered inoperable by any such electronic virus while in Student/Borrowers possession.

### **Inspection**

Students may be selected at random to provide their school-issued Chromebook for inspection without notice by administrators and/or the technology department.

### **Chromebook Identification and Protection**

- Student Chromebooks will be labeled in the manner specified by the school. Under no circumstances are students to modify, remove, or destroy these labels.
- Tampering with the Chromebook security measures is forbidden. Violations of this policy will result in disciplinary action and possible loss of technology use privileges.

### **Acceptable Use Guidelines**

- Students are responsible for their ethical, socially appropriate and educational use of the technology resources of Seward Public Schools.
- Access to Seward Public Schools technology resources is a privilege, not a right. Each employee, student, and/or parent will be required to follow all applicable technology, including stipulations in the Chromebook Loan Agreement and the Student/Parent Handbook.
- Transmission of any materials that is in violation of the law is prohibited and law enforcement will be contacted. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and Chromebook viruses.
- Any attempt to alter data, the configuration of the Chromebook, or the files of another user, without the consent of the administration and/or technology department, is against our Acceptable Use policy and will result in disciplinary action, including the loss of privileges to check out Chromebook for home use.
- The Student/Borrower agrees to not use the Chromebook for commercial use or political advocacy.

### **Integrity and Civility**

In addition to any standard or rules established by the schools, the following behaviors are specifically prohibited as they violate the standard of integrity and civility associated with our school district:

- Cheating
- Plagiarizing
- Falsifying information
- Violating copyright laws
- Hacking into others' systems, including the school and/or district
- Gaining unauthorized access to any network or other Chromebook or computer

## **Email**

Student/Borrower is assigned a school email account to use for appropriate academic communication with other students and staff members. Outside email accounts should not be used on this school device at any time.

## **Technology Left in Unlocked Areas**

- Under no circumstances should Chromebooks or other technology equipment be left in unlocked areas. Do not leave unattended in locker areas, PE or athletic locker rooms, classrooms, commons areas, cafeteria, bathrooms, busses, or hallways. Any Chromebook left in these areas is in danger of being stolen.
- Lockers are to be locked at all times. Do not share your locker combination with anyone, including “best friends.”
- Unsupervised Chromebook will be confiscated by staff and taken to the administrative office. Disciplinary action may result from Chromebooks being left without supervision. Each student is responsible for his or her Chromebook once it has been issued to the student.

## **Chromebooks in the Classroom**

Each student will have the opportunity to utilize their Chromebook in their daily learning. Students are reminded that the machines are school property and should be treated accordingly. Students using the Chromebook for inappropriate uses at home or school will conference with an administrator to determine an appropriate consequence. Students who violate the educational intent of the Chromebook will be subject to the disciplinary procedures found in Article 8 of the Seward High School Student/Parent Handbook related to the use of school technology, internet or general behavior involving the Chromebook.

- Each class will begin with the Chromebook put face down on the desk or below the desk, depending on the classroom, to begin each period.
- Teachers who begin the day with a Chromebook activity will give specific instructions for the activity and how the student Chromebook will be utilized within the activity.
- Teachers will notify students when the Chromebooks are appropriate for use in the classroom.
- Students may not use any gaming or social media applications during a scheduled class time.
- Students must keep volume on mute or will use earbuds.
- The Chromebook must be kept in its school issued Chromebook case. Chromebooks not in this case will be confiscated unless permission has otherwise been given by school administration or technology personnel (i.e. protective keyboard case).

**Please see the Chromebook Parent/Student Agreement in the Appendix. A signed copy must be on file in the High School Office to check out and use a school issued Chromebook.**

# Extra-Curricular Activities - Rights, Conduct, Rules and Regulations

## Section 1 Extra-Curricular programs

Extra-curricular programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Seward High School will adhere to the rules and regulations set forth in Title IX guidelines on sex discrimination as well as other pertinent rules and regulations.

## Section 2 Activity Philosophy

Activities are considered an integral part of the school's program of education and provide experiences that will help boys and girls physically, mentally and emotionally. The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. We believe that participation in activities, both as a player and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, to the team, to the student body, to the community and to the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better people and citizens.

### Safety

The school's philosophy is also to maintain an activities program that recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, and to exercise common-sense. In addition, the school requires that activity team members travel to and from out-of-town events as a unit. Any exceptions to this rule must be approved by both the parents and the coach/sponsor and should be done in writing prior to the departure to the event or prior to releasing the student with the parent/guardian. The note should be given to the Principal, Activities Director, or their designee. Only those people involved with the activity will be allowed to travel in the school vehicle.

### Warning for Participants and Parents

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

### **Section 3 Activity Fees**

#### Activity Pass Fees

All students participating in activities will be required to purchase a full year activity pass. This activity pass admits the student to all home activities during the school year. Exceptions include the musical, tournaments, and any Central Conference or NSAA District/State tournaments hosted by Seward Public School. The cost of the pass to activity participants is \$20.

- a. Those students who participate in spring activities only are still required to purchase the full year pass. Students are encouraged to purchase their activity pass in the fall so they can get a full school year of use.

#### Activity Participation Fee

Students will be charged a participation fee of \$20 if they are involved in one or more NSAA sponsored activities) during the school year. This fee will be placed in the student activity participation account for use at the discretion of the district for activity related expenses incurred by the district. The Activity Participation fee needs to be paid prior to the student's participation in activities.

### **Section 4 Activity Code of Conduct**

This activity code of conduct is supplemental to the Seward High School student code of conduct which is detailed in this handbook and any action taken hereunder may be in addition to any action under the student code of conduct said policy.

#### Grounds for Extracurricular Discipline

The grounds for suspension from practices, participation in interscholastic competition, or other participation in extracurricular activities and competitions are set forth below. In becoming familiar with the conduct rules for extracurricular activities, participants need to remember that they are not only representing themselves, but also, their school and community in all of their actions. Special conduct rules exist for the reasons that:

#### Participants in Activities Assume Responsibility for Leadership and are Representatives of Our School

Participants in extra-curricular activities assume a leadership role. The student body, the community and other communities judge our school on the students' conduct and attitudes, and

how they contribute to our school spirit and community image. The students' performance and devotion to high ideals make their school and community proud.

### Activities are a Privilege

Extra-curricular activities have an important place in the educational program of the Seward Public School district. It is a privilege for the students who choose to participate. Students who participate and are accepted into the program are expected to demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, sportsmanship, and respect for authority. It is the belief that accepting responsibility for one's actions is a part of that philosophy.

The conduct rules apply to conduct of the student, regardless of whether the conduct occurs on and off school grounds. (If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct). The conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
  2. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
  3. Sexual assault or attempting to sexually assault any person.
  4. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property.
  5. Causing or attempting to cause personal injury to a school employee, to a school volunteer, to any student, or to any other person.
  6. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
  7. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
  8. Engaging in the selling, using, possessing or dispensing of alcoholic beverages, tobacco, narcotics, drugs, controlled substance, inhalants (including vapor products) or being under the influence of any of the above; or possession of drug paraphernalia.
- Note: The term "under the influence" for school purposes has a less strict meaning than it does under criminal law. For school purposes, the term means any level of impairment and includes even the odor of alcohol/tobacco/drugs on the breath or person of a student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant. In addition, "possession" of alcohol or drugs may be considered to have occurred for purposes of school rules if the student is in such close proximity to alcohol

or drug (for example, a student being in a car where alcohol is in the back seat and no adults are present in the car) or to others who are consuming alcohol or drugs (for example, being at a student party at which other students are drinking) that school officials may reasonably determine the student was in “possession” of the items as well. Because of the complexity of this issue, “possession” will be determined on a case-by-case basis.

9. Engaging in the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401, of the Nebraska statutes, or material represented to be alcoholic beverages, narcotics, drugs, controlled substance, electronic nicotine delivery systems or products, or inhalants.
10. Truancy or failure to attend assigned classes or assigned activities.
11. Tardiness to school, assigned classes or assigned activities.
12. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
13. Public indecency.
14. Repeated violation of any of the rules adopted by the school district or the school.
15. Engaging in any unlawful activity as determined by the United States or the State of Nebraska.
16. Dressing in a manner wherein such dress is dangerous to the student’s health and safety or to the health and safety of others or is distractive or indecent to the extent that it interferes with the learning and educational process.
17. Willfully violating the behavioral expectations for those students riding Seward Public Schools buses.
18. The knowing and intentional possession, use, or transmission of a firearm or other dangerous weapon in a place where such items are prohibited.
19. The knowing and intentional use of force in causing, or attempting to cause, personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary.
20. Failure to report for the activity at the beginning of each season; reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
21. Failure to participate in regularly scheduled classes on the day of an athletic/activity event.
22. Failure to attend all scheduled practices and meetings. If circumstances arise to prevent the participant’s attendance, the coach will determine the validity of the reason. Every reasonable effort should be made to notify the coach or supervisor prior to all missed practices or meetings.
23. All other reasonable rules or regulations adopted by the coach or supervisor of an extracurricular activity shall be followed, provided that participants shall be advised by

the coach or supervisor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.

24. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.
25. The NFHS Sports Medicine Advisory Committee strongly opposes the use of dietary supplement for the purpose of obtaining a competitive advantage (November 21, 2014). Seward Public Schools discourages the use of these supplements, rather SPS encourages a balanced diet to obtain the necessary nutrition to compete at the highest level. It is ultimately the parents decision to allow their son/daughter to use dietary supplements but the school district will not allow students to possess or consume them at school. Supplements will be prohibited on SPS grounds.
26. Any violation of any other school rule, requirement, coach/sponsor rule, or lawful directive of any sponsor, coach, administrator, or other district staff member.

#### Drug (including tobacco and electronic nicotine delivery systems or products) and Alcohol Violations

Students who are found to be in violation of sub-paragraphs 8 or 9 of the above conduct rules shall be subject to the following disciplinary action. **Student-athletes may practice, at the coaches discretion, during the suspension.**

##### **1. First Violation**

Suspension from participating in the extra-curricular program and all school activities (including all organizations and special events such as homecoming and prom) for 10 (ten) school days and a minimum of two activities. The first day of the suspension will be the day of the conference **between the student and administration.** Students who self-report an infraction of the drug and alcohol policy shall have the suspension reduced by 50% for first violation. **A self-report is admission of wrong doing before the administration learns of the infraction.**

##### **2. Second Violation (Students may select Option A or B)**

Option A: Suspension from participating in the extra-curricular program and all school activities (including all organizations and special events such as homecoming and prom) for 1 (one) calendar year. The first day of the suspension will be the day of the conference **between the student and administration.**

-- OR --

Option B: Suspension from participating in the extra-curricular program and all school activities (including all organizations and special events such as prom) for 30 (thirty) school days. The first day of the suspension will be the day of the conference **between the student and administration.** If students choose option B, students and parents also agree to participate in a school-approved program for chemical dependency or school-approved online program. Said program must be administered by a certified alcohol and drug abuse and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program or online



program. Proof of successful completion of the program must be submitted in writing to the school Activities Director. Failure to participate and successfully complete the approved chemical dependency program or online program may cause the participating student to be suspended from extra-curricular activities for the remainder of the school year. All costs associated with either program are to be borne by the student/parent or guardian. Students and/or parents interested in counseling programs to help deal with this issue are encouraged to obtain such information from the Counselor's and/or the Activities Director's office at the High School.

### **3. Subsequent Violations**

Upon finding of a subsequent violation, the student will be suspended from participating in the extra-curricular program and all school activities (including organizations and special events such as homecoming and prom) for 1 (one) calendar year. The first day of the suspension will be the day of the conference **between the student and administration.**

### Hazing

The School District of Seward believes that all individuals should be treated with respect and dignity. Students should be able to participate in school-sponsored programs in an environment free from any behavior that is intimidating, hostile, offensive, or dangerous. Students found to be in violation of this policy are subject to the Activity Code of Conduct, as well as all other applicable school policies.

### Nebraska Code 28-311.06 defining Hazing:

(1) For purposes of this section and section 28-311.07: (a) Hazing shall mean any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any organization as defined in subdivision (1)(b) of this section. Such hazing activity shall include whipping, beating, branding, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act which endangers the physical or mental health or safety of any person; and (2) It shall be unlawful to commit the offense of hazing. Any person who commits the offense of hazing shall be guilty of a Class II misdemeanor.

### Anabolic Steroids

A student who possesses, dispenses, delivers, or administers anabolic steroids shall be subject to the following sanctions: (Nebraska State Statute)

1. First Violation –The student shall be suspended from participating in the extra-curricular program and all school activities (including all organizations and special events such as prom) for 30 (thirty) school days. The first day of the suspension will be the day of the conference with the student.

2. Second or Any Subsequent Violation –The student shall be suspended from participating in the extra-curricular program and all school activities (including organizations and special events such as homecoming and prom) for 1 (one) calendar year. The first day of the suspension will be the day of the conference with the student.

#### Procedures for Extracurricular Discipline

Students may be suspended by the Principal or the Principal's designee from practices or participation in interscholastic competition or participation in extracurricular activities for violation of rules and standards of behavior adopted by the Seward Public Schools Board of Education or the administrative staff of the school. The following procedures will be followed with regard to suspension:

1. The school official(s) considering the suspension will make a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with school purpose.
2. Prior to the suspension, the student is to be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the school has, and be given the opportunity to explain the student's version of the facts.
3. If the student is not readily available to meet with the school official for this purpose before the suspension is to begin, then the suspension may be imposed at that time so long as the opportunity for the student to hear the charges and evidence and for the student to tell his or her side of the story occurs as soon as reasonably practicable. An effort to schedule a meeting for this purpose should be made by the student and the student's parent or guardian as well. Given the fact that extracurricular activity suspension actions at times need to be taken outside the regular school day, a telephone conference may be used to give the student the opportunity to provide the student's position.
4. Within two school days or such additional time as is reasonably necessary following the suspension, the Principal or Principal's designee will send a written statement to the student and the student's parents, or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reason for the action taken and the right to a hearing upon request on the specified charges.
5. An opportunity will be afforded the student, parents, or guardian of the student, at their request, to confer on an informal basis with regard with the school official who has imposed the suspension and to give that school official any further information in the student's defense.
6. If the student or student's parents or guardian are not satisfied with the determination of the school official, an informal hearing may be requested before the Superintendent. A form to request such a hearing must be signed by the parent or guardian will either be provided with the initial notice letter or be made available in the Principal's office. This request must be received by the building principal within five days of receiving the initial written notice of suspension.

7. If a hearing is requested, it shall be held within ten calendar days of the request. The Superintendent will notify the participants of the time and place of the hearing within five days of receiving the request. There will be no stay of the penalty imposed pending an appeal.
8. Upon conclusion of the hearing, a written decision will be rendered within five school days. The written decision will be mailed or otherwise delivered to the participant, parents or guardian. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the hearing itself) shall be kept by the school.
9. Nothing contained in this regulation shall prevent the participant, parents, guardian or representative from discussing and settling the matter with the appropriate school personnel at any stage.

## **Section 5 Academic Grade Standards for Activities Participation**

Participation in extra-curricular school activities is encouraged and desirable for all students. At the same time, the principal mission and responsibility for each student is to establish a firm academic foundation. A student participating in extra-curricular school activities must therefore:

### Maintain passing grades in all classes

Any student failing class(es) when grades are checked is ineligible to participate in extracurricular activities. Students who are academically ineligible cannot travel with any team, suit up for any event, or participate in any special school activity (such as homecoming or prom.) Activity practice is permitted, however, teachers or coaches/sponsors may require students to stay after school to complete missing work.

Eligibility is checked every week, usually on Monday, beginning the start of the third week of each term. If a student is ineligible, they may become eligible to participate by taking a grade sheet to all of their teachers to verify passing grades in all classes and return it to the office.

**Students must pass a minimum of 10 credit hours the prior quarter and 20 credit hours the prior semester to be eligible for any/all extracurricular activities.**

Eligibility requirements shall not apply to:

- (A) Instructional field trips, which are a part of the scheduled course learning experience;
- (B) Activities or events, which are a part of the students' grade requirements.

### Attendance and Academics

Student participants are expected to apply themselves academically by following these expectations:

1. Attend school regularly and show evidence of sincere effort towards scholastic Achievement.

2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests he/she should contact the coach or sponsor in advance.
3. Attendance, for the full day, the day of a contest is required to be eligible for the contest that day. Arrangements in advance for extenuating circumstances, such as doctor/dentist appointments, funerals or other activities, can be made with the building Principal in writing. Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day. This policy also applies to being eligible for daily practice.
4. Appearance: Participants will dress appropriately for the activity in which they are involved and will at all times maintain a neat, clean and well groomed appearance.

## **Section 6 Team Selection, Playing Time, Conflicts, and Transportation**

“Team selection” and “playing time” decisions are the responsibility of the individual coach or sponsor of the activity.

Consistent, however, with the purposes of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

1. Student participants must demonstrate that they can and will represent themselves and their school in a manner that reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.
2. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of these criteria include the student's: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.
3. At the freshmen level, the emphasis will be on fundamental skill development and teamwork. At the junior varsity level, the emphasis will be on preparation for varsity competition. However, coaches will determine the amount of playing time for individual athletes.
4. When the situation arises where a student is involved in two school activities and the schedules conflict, the administration will make the final determination in regards to which event the student will participate. Some of the factors that will be considered are: the level of competition ex. varsity versus non-varsity; importance of competition ex. state versus districts versus conference versus regular season; the type of event ex. academic versus athletic; student's role on the team; coach or sponsor's input; student's input.
5. Students are expected to ride school transportation to and from all school-sponsored activities. **Missing the bus renders the student ineligible for the activity unless**

arrangements are made with the administration prior to bus departure. Students wanting to ride home with parents should make arrangements ahead of time. Students may not drive themselves to activities unless pre-approved by the Administration.

6. Alternate transportation forms must be signed at least 24 hours in advance of the event. This option is to be used for unavoidable and uncontrollable conflicts. For example, a student is involved in two activities that are occurring on the same day with overlapping times may necessitate a parent driving the student from one event to the other.

#### General Lettering Criteria and Post-Season Awards

Lettering in a school activity is for those participants who have met stated levels of performance. These general considerations govern lettering in Seward activities:

1. The participant must be in good standing (member of the organization) at the end of the season to receive a letter.
2. Participants injured and who must drop out of a school activity, may be given special consideration.
3. Sponsors who believe there are special conditions or unusual situations (other than alcohol, tobacco or drug and/or criminal activity suspensions) for a participant s/he may letter that participant.
4. Students who participate in an activity for four years, may letter in that activity.
5. Students must participate in 25% of the varsity contests, innings, quarters... or score in a Cross Country meet or major Track and Field meet. Coaches may use discretion for seniors who have met all criteria with the exception of the participation requirement.
6. A student manager may receive a varsity letter at the discretion of the sponsor.
7. A sponsor may revoke a letter for disciplinary reasons.
8. A violation of team training rules prohibits an athlete from lettering.

#### **Section 7 Relationships Between Parents and Coaches/Sponsors**

Both parenting and coaching are very difficult vocations. By establishing an understanding between coaches and parents, both are better able to accept the actions of the other and provide a more positive experience for everyone.

Parents have the right to know the expectations placed on them and their children. Coaches and sponsors have the right to know that if parents have a concern, they will discuss it with the coach at the appropriate time and place. Following a contest is not an appropriate time or place for this conversation. Please abide by the standard 24 hour rule, do not make contact with the coach until 24 hours after the game/contest.

#### Lines of Communication

Students are encouraged to visit with their coach/sponsor if they have questions about playing time or role on the team. If the student does not have their questions answered, the parent may contact the coach. The head coach is next level for communication. If an issue is still not

resolved, the parent may request a meeting with the Activity Director. The chain of command will continue to the building principal followed by the superintendent.

#### Parents' Role in Interscholastic Athletics and Other Extracurricular Activities Communicating with your children

1. Make sure that your children know that win or lose, scared or heroic, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.
2. Try your best to be completely honest about your child's athletic ability, competitive attitude, sportsmanship and actual skill level.
3. Be helpful but don't coach them. It's tough not to, but it is a lot tougher for the child to be flooded with advice and critical instruction.
4. Teach them to enjoy the thrill of competition, to be "out there trying," to be working to improve their skills and attitudes. Help them develop the feeling for competing, for trying hard, for having fun.
5. Try not to relive your athletic life through your child in a way that creates pressure. If they are comfortable with you win or lose, then they are on their way to maximum enjoyment.
6. Don't compete with the coach. If your child is receiving mixed messages from two different authority figures, he or she will likely become disenchanted.
7. Don't compare the skill, courage, or attitude of your child with other members of the team.
8. Get to know the coach(es). Then you can be assured that his or her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his or her leadership.
9. Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.

#### Communicating with the coach

1. Communication you should expect from your child's coach includes:
  - a. Philosophy of the coach
  - b. Expectations the coach has for your child
  - c. Locations and times of all practices and contests
  - d. Team requirements
  - e. Procedure should your child be injured
  - f. Discipline that results in the denial of your child's participation
2. Communication coaches expect from parents
  - a. Concerns expressed directly to the coach
  - b. Notification of any schedule conflicts well in advance
  - c. Specific concerns in regard to a coach's philosophy and/or expectations
3. Appropriate concerns to discuss with coaches:
  - a. The treatment of your child, mentally, and physically
  - b. Ways to help your child improve

- c. Concerns about your child's behavior
  - d. Injuries or health concerns. Report injuries to the coach immediately!! Tell the coach about any health concerns that may make it necessary to limit your child's participation or require assistance of trainers. Students are sometimes unwilling to tell coaches when they are injured, so please make sure the coach is told.
4. Issues not appropriate to discuss with coaches:
- a. Playing time
  - b. Team strategy
  - c. Play calling
  - d. Other student-athletes
5. Appropriate procedures for discussing concerns with the coaches:
- a. Call to set up an appointment with the coach
  - b. Do not confront a coach before or after a contest or practice (these can be emotional times for all parties involved and do not promote resolution)
6. What should a parent do if the meeting with the coach did not provide satisfactory resolution?
- a. Call the athletic director to set up a meeting with the athletic director, coach, and parent present.
  - b. At this meeting, an appropriate next step can be determined, if necessary.

## **Section 8 Good Sportsmanship—Behavior Expectations of Spectators**

Good sportsmanship is expected to be exhibited by all coaches, sponsors, students, parents and other spectators. The school can be punished by NSAA for a lack of good sportsmanship at NSAA sanctioned events. More importantly, activities are more enjoyable for the students when good sportsmanship is displayed.

### Responsibilities of Spectators Attending Interscholastic Athletics and Other Extracurricular Activities

1. Show interest in the contest by enthusiastically cheering and applauding the performance of both teams.
2. Show proper respect for opening ceremonies by standing at attention and remaining silent when the National Anthem is played.
3. Understand that a ticket is a privilege to observe the contest, not a license to verbally attack others, or to be obnoxious. Maintain self-control.
4. Do not "boo," stamp feet, or make disrespectful remarks toward players or officials.
5. Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
6. Know that noise makers of any kind are not proper for indoor events.
7. Obey and respect officials and faculty supervisors who are responsible for keeping order. Respect the integrity and judgment of game officials.
8. Stay off the playing area at all times.
9. Do not disturb others by throwing material onto the playing area.

10. Show respect for officials, coaches, cheerleaders and student-athletes.
11. Pay attention to the half-time program and do not disturb those who are watching.
12. Respect public property by not damaging the equipment or the facility.
13. Know that the school officials reserve the right to refuse attendance of individuals whose conduct is not proper.

#### NOTICE OF NON-DISCRIMINATION

The School District of Seward does not discriminate on the basis of race, color, national origin, gender, marital status, disability, or age or in admission or access to, or treatment of employment or educational programs and activities. Any person having inquiries concerning The School District of Seward's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Superintendent Greg Barnes, in writing at 410 South St., Seward, Nebraska or by telephone at (402) 643-2941. Any person may also contact the Office for Civil Rights, U.S. Department of Education, in writing at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114-3302 or by telephone at (816) 268-0550, regarding compliance with the regulations implementing Title VI, Title IX, or Section 504.

#### **Section 9 Nebraska School Activities Association Concussion Guidelines/ Recommendations**

Concussion has been reported to account for approximately 4-5% of all injuries in high school sports. Football is the most common sport for concussion. Although most concussions are short lived, experience has shown that if a second injury occurs during the recovery phase of the initial injury, a phenomenon known as the "second-impact syndrome" can occur. This second injury can occur from a very minor blow which under normal circumstances might not cause injury at all. Although uncommon, the second-impact syndrome is often fatal and if an individual survives they are rarely neurologically normal. This abnormal mental state usually remains for life. The second-impact syndrome has only been described in athletes younger than 20 years old (except in boxers). These recommendations are offered with the goal of reducing the potential for serious neurologic/ brain injury in Nebraska high school athletes.

Concussion/ mild traumatic brain injury (mTBI) can be defined as a brief and usually short lived neurological impairment, which occurs after a direct or indirect blow to the head or body. The impairment is often immediate, and symptoms typically resolve spontaneously. Acute clinical symptoms represent a functional disturbance rather than a structural injury to the brain. The clinical symptoms that occur may or may not include loss of consciousness. Typical signs and symptoms of concussion include confusion, headache, and amnesia. More subtle problems may include difficulties with concentration and attention, behavioral changes, and ataxia (inability to coordinate the muscles in voluntary movement).

#### **When a player shows ANY sign or symptom of a concussion:**

1. Perform an on-field mental status evaluation.
2. The player should not be allowed to return to play in the current game or practice.



3. The player should not be left alone; and regular monitoring for deterioration is essential over the initial few hours following injury.
4. The player should be medically evaluated (by an appropriate health care provider) following the injury.
5. Return to play should follow a medically supervised stepwise process.

A player should never return to play while symptomatic. "When in doubt, sit them out!"

### **Return to Play Protocol**

The majority of injuries will be simple concussions and such injuries recover spontaneously over several days. In these situations, it is expected that an athlete will proceed rapidly through the stepwise return to play strategy.

During this period of recovery in the first few days following an injury, it is important to emphasize to the athlete that physical AND cognitive rest is required. Activities that require concentration and attention may exacerbate the symptoms and result in a delayed recovery. This concept of "cognitive rest" appears to be of significant importance in student athletes.

*The return to play following a concussion follows a stepwise process:*

1. No activity, complete rest. Once asymptomatic, proceed to step 2.
2. Light aerobic exercise such as walking or stationary cycling, no resistance training.
3. Sport specific exercise (e.g., running) or progressive addition of resistance training.
4. Non-contact training drills.
5. Full contact training after medical clearance.
6. Game play.

With this stepwise progression, the athlete should continue to proceed to the next level if asymptomatic at the current level. If any post-concussion symptoms occur, the patient should drop back to the previous asymptomatic level and try to progress again after 24 hours.

In cases of complex concussion, the rehabilitation will be more prolonged and return to play advice should be more circumspect. It is recommended that complex cases be managed by physicians with a specific expertise in the management of such injuries.

An additional consideration in return to play is that concussed athletes should not only be symptom free but also should not be taking any pharmacological agents/ medications that may affect or modify the symptoms of concussion.

Neuropsychological testing is being used more frequently as a clinical assessment tool and provides objective measurement of cognitive function. Cognitive function may be impaired despite resolution of symptoms. Ideally, neuropsychological testing would be compared with pre-injury baseline testing.

Injuries where outside treatment/care is sought will require a medical clearance to return to competition.

**REFERENCES:**

Guskiewicz KM, et. al.: National Athletic Trainers' Association Position Statement: Management of Sport-Related Concussion. J Athl Train. 2004;39(3):280-297  
Hering SA, et.al.: Selected issues for the adolescent athlete and the team physician: a consensus statement. Med Sci Sports Exerc. 2008;1997-2012  
Hering SA, et. al.: Concussion (mild traumatic brain injury) and the team physician: a consensus statement. Med Sci Sports Exerc. 2006;395-399  
McCrory P, et.al.: Summary and agreement statement of the 2nd international conference on Concussion in sport, Prauge 2004. Clin J Sport Med. 2005;15(2):48-55

## **NSAA/SEWARD HIGH SCHOOL ACTIVITY PARTICIPATION FORMS (See Appendix)**

1. Seward Public Schools Adult Code of Conduct
2. Seward High School STUDENT & PARENT CONSENT FORM For InterScholastic Participation
  - a. STUDENT & PARENT CONSENT SIGNATURE FORM – MUST BE RETURNED PRIOR TO PRACTICE
3. NSAA Student & Parent Consent Form
4. NSAA Guide for Students “Guarding your Eligibility”
5. PRE-PARTICIPATION PHYSICAL FORMS
  - a. PRE-PARTICIPATION PHYSICAL EVALUATION (HISTORY FORM) – STAYS WITH PHYSICIAN
  - b. PRE-PARTICIPATION PHYSICAL EVALUATION (EXAM FORM) – STAYS WITH PHYSICIAN
  - c. PRE-PARTICIPATION PHYSICAL EVALUATION (CLEARANCE FORM – MUST BE RETURNED TO SHS BEFORE STUDENT WILL BE ALLOWED TO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES)

## **Section 10 Varsity Sports Seasons**

All interscholastic sports are divided into three seasons--fall, winter, and spring. The divisions of sports, the date of the first allowed organized practice, and the closing date of the season shall be as follows. No individual shall participate simultaneously in more than one sport per season. Athletes are not allowed to participate in activities outside the school while involved in the same activity in school. Cross Country/Road Races are specific examples. (Dates subject to changes)

### **FALL**

Cross-Country

Football

### **FIRST DAY OF PRACTICE**

August 10

August 10

### **CLOSE OF SEASON**

State Meet Oct. 23

State Finals Nov. 24

|            |           |
|------------|-----------|
| Girls Golf | August 10 |
| Volleyball | August 10 |
| Softball   | August 10 |

|            |            |
|------------|------------|
| State Meet | Oct. 12-13 |
| State Meet | Nov. 5-7   |
| State Meet | Oct. 14-16 |

|                  |                              |
|------------------|------------------------------|
| <b>WINTER</b>    | <b>FIRST DAY OF PRACTICE</b> |
| Girls Basketball | November 16                  |
| Boys Basketball  | November 16                  |
| Wrestling        | November 16                  |

|                           |
|---------------------------|
| <b>CLOSE OF SEASON</b>    |
| State Tourney Mar. 4-6    |
| State Tourney March 11-13 |
| State Meet Feb 18-20      |

|               |                              |
|---------------|------------------------------|
| <b>SPRING</b> | <b>FIRST DAY OF PRACTICE</b> |
| Boys Golf     | March 1                      |
| Track         | March 1                      |
| Soccer        | March 1                      |
| Baseball      | March 1                      |

|                             |
|-----------------------------|
| <b>CLOSE OF SEASON</b>      |
| State Meet May 26-27        |
| State Meet May 21-22        |
| State Meet May 12-15, 17-18 |
| State Meet May 15, 17-20    |

## Section 11 Activity Participant Fees

1. All students participating in activities will be required to purchase a full year activity pass. This activity pass admits the student without charge to most regular season home activities during the school year. Exceptions include tournaments, the musical, and any Central Conference or NSAA District/State tournaments hosted by Seward High School. The cost of the pass to activity participants is \$20. The Activity Pass must be purchased prior to the student's participation in activities.
2. Students will be charged a participation fee of \$20 if they are involved in one or more NSAA sponsored activities during the school year. This fee will be placed in the student activity participation account for use at the discretion of the district for activity related expenses incurred by the district. The Activity Participation fee needs to be paid prior to the student's participation in activities.

# State and Federal Programs

## Section 1 Notice of Nondiscrimination

The Seward Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status in the admission, access to its facilities or programs or activities, treatment, or employment.

## Section 2 Designation of Coordinators

Any person having concerns or needing information about the District's compliance with anti-discrimination laws or policies should contact the District's designated Coordinator for the applicable anti-discrimination law.

| Law, Policy or Program                                                            | Issue or Concern                                                                     | Coordinator    |
|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|----------------|
| Title VI                                                                          | Discrimination or harassment based on race, color, or national origin; harassment    | Superintendent |
| Title IX                                                                          | Discrimination or harassment based on sex; gender equity                             | Superintendent |
| Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA) | Discrimination, harassment or reasonable accommodations of persons with disabilities | Superintendent |
| Homeless student laws                                                             | Children who are homeless                                                            | Superintendent |
| Safe and Drug Free Schools and Communities                                        | Safe and drug free schools                                                           | Superintendent |

The Coordinator may be contacted at: Superintendent, 410 South Street, Seward, Nebraska 68434, telephone number (402) 643-2941.

### **Section 3 Anti-discrimination & Harassment Policy**

Elimination of Discrimination. The Seward Public Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

#### Preventing Harassment and Discrimination of Students.

**Purpose:** Seward Public Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, Seward Public Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the workplace and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status, is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the workplace, classroom or educational environment.

***Sexual harassment may exist when:*** Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;

Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time.

The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or

educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

**Complaint and Grievance Procedures:** Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of Seward Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

#### **Section 4 Multicultural Policy**

The philosophy of the District's multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races (including but not be limited to African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans) and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races. The mission shall also include preparing students to eliminate stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

#### **Section 5 Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973**

The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs

- without discrimination because of his/her disability
2. Have the school district advise you of your rights under federal law.
  3. Receive notice with respect to identification, evaluation or placement of your child.
  4. Have your child receive a free appropriate public education.
  5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
  6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
  7. Have transportation provided to and from an alternative placement setting (if The setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
  8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
  9. Examine all relevant records relating to decisions regarding your child's Identification, evaluation and placement.
  10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent.)
  11. File a local grievance.

## **Section 6 Notification of Rights Under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff

member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

### **Notice Concerning Directory Information**

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's date of birth and place of birth;
6. Student's extra-curricular participation;
7. Student's achievement awards or honors;
8. Student's weight and height if a member of an athletic team;
9. Student's photograph; and
10. School or school district the student attended before he or she enrolled in Seward Public Schools.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two (2) weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.



The District may disclose information about former students without meeting the conditions in this section.

The District's policy is for education records to be kept confidential except as permitted by the FERPA law, and the District does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District does not either approve or disapprove such teaching practices, and designates such student work as directory information and/or as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

Notice Concerning Designation of Law Enforcement Unit: The District designates the Seward Police Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

### **Section 7 Notice Concerning Disclosure of Student Recruiting Information**

The No Child Left Behind Act requires that the District provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that the District not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. The District will comply with any such request.

### **Section 8 Notice Concerning Staff Qualifications**

The No Child Left Behind Act gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, the District will give parents/guardians the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, the District will give timely notice to you if your child has been assigned, or has been

taught for four (4) or more consecutive weeks by a teacher who does not meet the requirements of the Act.

## **Section 9 Student Privacy Protection Policy**

It is the policy of Seward Public Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Right of Parents to Inspect Instructional Materials: Parents have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance

with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" for purposes of this policy means individually identifiable information about a student including: a student or parent's first and last name, home address, telephone number, and social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The District provides parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after

any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act ).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be “sensitive” for purposes of this policy:

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental or psychological problems of the student or the student’s parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student’s parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

## **Section 10 Parental Involvement Policies**

### **A. General - Parental/Community Involvement in Schools:**

Seward Public Schools welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is the District's policy to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children. Policies and regulations are established to protect the emotional, physical and social well-being of all students.

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to support the implementation of district policies and regulations.
3. Parents are encouraged to monitor their student's progress by reviewing quarterly report cards and attending parent-teacher conferences.
4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.
5. Parents are provided access to records of students according to law and school policy.
6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parents' continued attendance at such activities will be based on the students' well-being.
7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
8. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.
9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.
10. Parents are invited to express their concerns, share their ideas and advocate for their children's education with board members, administrators and staff.
11. School district staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

- B. Title I Parental Involvement Policy: The District's Title I Parental Involvement Policy is established in compliance with the No Child Left Behind Act. The District has a parental involvement policy applicable to parents of all children. The parental involvement policy applicable to parents of all children is not replaced by this Title I Parental Involvement Policy and shall continue to be applicable to all parents, including parents participating in Title I programs.

It is the policy of the District to implement programs, activities, and procedures for the involvement of parents in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

*Expectations for Parental Involvement:* It is the expectation of the District that parents of participating children will have opportunities available for parental involvement in the programs, activities, and procedures of the District's Title I program. The term "parental involvement" means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—(A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental involvement policy. The District intends to meet this expectation through the following activities:

1. Involving parents in the joint development of the District's Title I plan and the processes of school review and school improvement.
2. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
3. Building the schools' and parents' capacity for strong parental involvement.
4. Coordinating and integrating parental involvement strategies under Title I with parental involvement strategies under other programs.
5. Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents in Title I programs, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies of the District.
6. Involving parents in the activities of the schools served under Title I.

Policy Involvement:

Each school served under the Title I program will:

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under the Title I program and to explain the requirements of the Title I program.
2. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental involvement in such meetings by offering transportation, child care, or home visits.
3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
4. Provide parents of participating children: (1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
5. If the District operates a school-wide program under Title I and such plan is not satisfactory to the parents of participating children, submit any parental comments on the plan when the school makes the plan available to the District.

Shared Responsibilities for High Student Academic Achievement:

As a component of the District's parental involvement policy, each school served under the Title I program will jointly develop with parents for all children served under the Title I program a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall: (1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum: (i) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; (ii) frequent reports to parents on their children's progress; and (iii) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

Building Capacity for Involvement:

To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District: (1) shall provide assistance to participating parents, as appropriate, in understanding such topics as the State's

academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand; (6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; (9) may train parents to enhance the involvement of other parents; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation; (11) may adopt and implement model approaches to improving parental involvement; (12) may establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (14) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

Accessibility:

In carrying out the parental involvement activities for this Title I Parental Involvement policy, the District shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Title I in a format and, to the extent practicable, in a language such parents understand.

Use, Distribution, and Updating of this Policy:

This Title I Parental Involvement Policy shall be incorporated into the District's Title I plan, shall be distributed to parents of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and the school.



## **Section 11 Homeless Students Policy**

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

No Stigmatization or Segregation of Homeless Students: It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

Homeless Coordinator: The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian as provided in Nebraska Rule 19.

If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. The process to resolve disputes concerning the enrollment or placement of a homeless child or youth is as follows:

1. The district shall provide a written response and explanation of a decision regarding any complaint or dispute of a parent, guardian or other person having legal or actual charge or control of a homeless child or youth within thirty (30) calendar days of the time such complaint or dispute is brought;
2. The enrollment of the homeless child or youth in the school where enrollment is sought during the time such dispute is being considered;
3. And notice of the right to appeal as provided in Nebraska Rule 19.

Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner of the Nebraska Department of Education within thirty (30) calendar days of receipt of the decision. Such appeals are informal and shall be submitted to the Commissioner in writing, as outlined in Nebraska Department of Education Rule 19, Section 005.03. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the District, and the homeless child continues to live in the District, transportation to and from the school of origin shall be provided by the District; and (2) if the homeless child lives in a school other than the District, but continues to attend the [Name] Public Schools based on it being the school of origin, the new school and [Name] Public Schools shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

## **Section 12 Breakfast and Lunch Programs**

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price.

Food Service Prices: • Lunch: HS **\$2.85**

Seward Public Schools has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction. Seward Public Schools provides the United States Department of Agriculture required nondiscrimination statement:

In accordance with Federal civil rights law and US Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, officers, employees, and institutions

participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA.

Those students wishing to participate in the free and reduced lunch/breakfast program must turn in their application to the district office.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact the USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To Request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: US Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Ave, SW  
Washington D.C. 20250-9410
2. Fax: (202) 690-7442
3. Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

The school food authority assures the State Department of Education that the school system will uniformly implement the following policy to determine children's eligibility for free and reduced price meals in all National School Lunch Programs. In fulfilling its responsibilities the school food authority:

1. Agrees to serve meals free to children from families whose income meets eligibility guidelines.
2. Agrees to serve meals at a reduced price to children from families whose income falls between free meal scale and the poverty guidelines.
3. Agrees to provide these benefits to any child whose family's income falls within the criteria in Attachment A after deductions are made for the following special hardship conditions which could not reasonably be anticipated or controlled by the household: Unusually high medical expenses; shelter costs in excess of 30 percent of reported income; special education expenses due to the mental or physical condition of a child; disaster or casualty losses.
4. In addition, agrees to provide these benefits to children from families who are experiencing strikes, layoffs and unemployment which cause the family income to fall within the criteria set forth in federal guidelines.
5. Agrees there will be no physical segregation of, nor any other discrimination against, any child because of his inability to pay the full price of the meal. The names of the children eligible to receive free and reduced price meals shall not be published, posted or announced in any

manner and there shall be no overt identification of any such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for free or reduced price meals shall not be required to: Work for their meals; use a separate lunch room; go through a separate serving line; enter the lunchroom through a separate entrance; eat meals at a different time; or eat a meal different from the one sold to children paying the full price.

6. Agrees in the operation of child nutrition programs, no child shall be discriminated against because of race, sex, color, or national origin.
7. Agrees to establish and use a fair hearing procedure for parental appeals to the school's decisions on applications and for school officials' challenges to the correctness of information contained in an application or to be continued eligibility of any child for free or reduced price meals. During the appeal and hearing the child will continue to receive free or reduced priced meals. A record of all such appeals and challenges and their dispositions shall be retained for three (3) years. Prior to initiating the hearing procedures, the parent or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing. The hearing procedure shall provide the following:
  - a. A publicly-announced, simple method for making an oral or written request for a hearing.
  - b. An opportunity to be assisted or represented by an attorney or other person.
  - c. An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
  - d. Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.
  - e. An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference.
  - f. An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.
  - g. The hearing be conducted and the decision made by a hearing official who did not participate in the decision under appeal or in any previous conference.
  - h. The parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official.
8. Agrees to designate the Superintendent to review applications and make determinations of eligibility. This official will use the criteria outlined in this policy to determine which individual children are eligible for free or reduced price meals.
9. Agrees to develop and send to each child's parent or guardian a letter as outlined by State Department of Education including an application form for free or reduced price meals at the beginning of each school year. Applications may be filed at any time during the year. All children from a family will receive the same benefits.

The following information will be available in the office of the Superintendent:

- Eligibility criteria for free and reduced meals
- Parent letter and application
- Public release
- Collection procedure

### **Section 13 Asbestos Management Plan**

Federal law requires districts to have an asbestos management plan for all of its buildings—owned or leased—and to update it periodically, among other requirements for inspections and training if staff work in buildings which contain or may contain asbestos. The asbestos plan for the high school can be found at the Seward Maintenance Office located at 2401 Karol Kay Blvd. Seward, NE 68434

# Appendix

Acknowledgement of Parent-Student Handbook  
Chromebook Loan Agreement/Acceptable Use Form  
Seward Alternative Education Center (SAEC) Student Application  
Seward Alternative Education Center (SAEC) Parent Application  
Seward Public Schools Adult Code of Conduct  
Seward High School Activities Consent Form  
Nebraska School Activity Association ("NSAA") Student and Parent Consent Form  
NSAA Guidelines for Student Activities  
Physical Forms

## Receipt of Student-Parent Handbook

The Student-Parent Handbook of Seward High School is available on the internet at [www.sewardpublicschools.org](http://www.sewardpublicschools.org).

Because of the expense of printing the handbooks, we are asking that you consider using the internet to access and review the 2020-2021 Student Parent Handbook. Using the internet to access the handbook will allow the district to direct printing dollars to instructional needs and eliminate the need for you to search for your handbook when you have questions throughout the year.

- ☐ **Thank you for providing the 2020-2021 Student-Parent Handbook online. I will review it on the internet. My signed receipt below acknowledges receipt of the Handbook in a satisfactory manner via the internet.**
- ☐ **I prefer a paper copy of the Handbook.**

\_\_\_\_\_  
Name

This signed receipt acknowledges receipt of the 2020-2021 Student-Parent Handbook of Seward High School. It is understood that the handbook contains student conduct and discipline rules information about Safe and Drug-Free Schools, 1:1 Chrome Initiative and Extracurricular Activities and that the undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used to respond to harassment or discrimination.

Parent Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

# Chromebook Loan Agreement/Acceptable Use Form

## Parent Responsibilities

Your son/daughter has been issued a Chromebook to improve and personalize his/her education this year. It is essential the following guidelines be followed to ensure the safe, efficient, and ethical operation of this Chromebook.

- I will supervise my sons/daughters use of the Chromebook at home.
- I will discuss our family values and expectations regarding use of the Internet and email at home and will supervise my sons/daughters use of the Internet and email.
- I will not attempt to repair or alter the Chromebook.
- I will report to the school any problems with the Chromebook.
- I understand if my son/daughter comes to school without his/her Chromebook, they will be held accountable according to the student handbook.
- I agree to make sure the Chromebook is returned to the school when requested and upon my sons/ daughters withdrawal from Seward Public Schools.
- I have read and understand the expectations related to the Chromebook 1-to-1 learning initiative in the Seward High School Student/Parent Handbook.

## Student Responsibilities

Your chromebook is an important learning tool and is for educational purposes only. In order to take your Chromebook home each day, you must be willing to accept the following responsibilities:

- When using the Chromebook at home, at school, and anywhere else I may take it, I will follow the policies and student handbook of the Seward Public Schools and abide by all local, state, and federal laws.
- I will treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- My Chromebook is my responsibility and I will properly care for it at all times.
- I will not load inappropriate material on the Chromebook.
- I will honor my family values when using the Chromebook.
- I will not give personal information when using the Chromebook.
- I will bring the Chromebook to school every day with the battery fully charged.
- I agree email (school), or any other Chromebook communication should be used only for appropriate, legitimate, and responsible communication.
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.
- I will clean my Chromebook using only appropriate cleaning solution suggested by the school tech department.
- I will return the Chromebook when requested and upon my withdrawal from Seward Public Schools.
- I will keep the Chromebook in its protective case at all times.
- I have read and understand the expectations related to the Chromebook 1-to-1 learning initiative in the Seward High School Student/Parent Handbook.

Seward Public Schools is NOT RESPONSIBLE, NOR LIABLE for and disclaims any liability arising from any injury or damage caused by or stemming from unauthorized access to the network, inappropriate use of unauthorized or authorized use of the network. The student and the student's parents/guardians, by submitting to the Acceptable Use Policy through your signature, agree to waive Seward Public Schools from any liability for physical or emotional harm or damage to a student that is caused by or related to the inappropriate use of technology.

By signing this form, you are agreeing to this Chromebook Loan Agreement and Acceptable Use Form.

Parent Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_



## **Seward Alternative Education Center Student Application**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

### **Seward Alternative Education Center (SAEC) Expectations**

#### **I will...**

- \_\_\_ follow all High School/Middle School and SAEC rules.
- \_\_\_ follow the Attendance Policy while enrolled at the SAEC
- \_\_\_ follow the District's Tobacco/Alcohol/Drug Policy while on School District of Seward property.
- \_\_\_ choose to take responsibility for my learning.
- \_\_\_ come to class prepared with books, worksheets, and a pen or pencil.
- \_\_\_ work on assignments during class.
- \_\_\_ show respect toward staff and fellow students at all times.
- \_\_\_ use appropriate language while on school property.

**The staff wants every day and every minute in school to be a positive one; because of this, you may be asked to leave for the day when classroom expectations are not met. This will count as an absence and you may be asked to return to school with a parent for a meeting with the staff. This will allow for clear communication on classroom expectations, along with an update on your current progress. This is designed to protect the learning environment of the other students.**

#### **Employment Record**

Name of Employer: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Employment Dates: \_\_\_\_\_

Describe your responsibilities:

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I have read and understand the handbook for Seward High School and the specific rules for SEAC. I agree to follow school policies and meet the Seward Alternative Education Center's expectations as defined on this application.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**This form needs to be signed and returned on a yearly basis.**

## Seward Alternative Education Center Parent Application

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

As a parent/guardian, I understand that my support in the education of my child is extremely important. I agree to:

1. Attend two parent/teacher conferences annually.
2. Provide a quiet place in my home for study time.
3. Review my student's progress weekly.
4. Communicate with SAEC staff as needed in order to assure academic success.

I have read and understand the SHS Handbook and SHS Alternative School Rules and Procedures.

\_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_ Date

**This form needs to be signed and returned on a yearly basis.**

## Seward Public Schools Adult Code of Conduct

Athletic programs play an important role in promoting the physical, social, and emotional development of our children. It is essential for parents/guardians to encourage athletes to embrace the values of good sportsmanship. In order to do this, adults involved or attending athletic events should be models of good sportsmanship and should lead by example by demonstrating fairness, respect and self control.

- I therefore pledge to be responsible for my words and actions while attending a Seward Public School event and will conform my behavior to the following Code of Conduct.
- I/we will encourage good sportsmanship by demonstrating positive support for all players, cheerleaders, coaches and officials at every game, meet, practice or other event.
- I/we will place the emotional and physical well-being of my athlete ahead of my personal desire to win.
- I/we will support coaches and officials working with my athlete(s), in order to encourage a positive and enjoyable experience for all.
- I/we will demand a sports environment free from drugs, tobacco, and alcohol and will refrain from use at all athletic activities.
- I/we remember that the activity is for the athletes--not the ADULTS.
- I/we will do my/our best to make the activity fun for the athletes.
- I/we will ask my athlete to treat other players, cheerleaders, coaches, fans, parents and officials with respect regardless of race, creed, sex or ability.
- I/we agree not to deliberately incite or participate in "unsportsmanship like" conduct at any athletic event.
- I/we agree not to use abusive or profane language at any time at any athletic event.
- I/we agree not to criticize, belittle, antagonize, berate, or otherwise incite the opposing team, its players, coaches, cheerleaders or fans by word of mouth or gestures.
- I/we agree not to criticize, belittle, antagonize, berate, or otherwise incite the opposing team, its players, coaches, cheerleaders or fans by the use of social media (e.g., Facebook, Snapchat, Twitter, etc.).
- I/we agree to accept decisions of the game officials, judges, as being fair and called to the best of their ability.
- I/we agree to follow the proper chain of command when having a complaint or voicing my opinion regarding a concern within the Seward athletic program. The chain is:
  - A. Coach
  - B. Head Coach/Cheer Director
  - C. Activities Director
  - D. Request a meeting with the Administration.
- I/we agree to take responsibility for any actions that violate this code of conduct by a guest or relative attending a Seward activity event.
- I/we understand that any act of disrespect from a parent/fan directed towards game officials/judges, players or coaches, fans from either team or creating a disturbance either in the stands or on the playing field may result in an ejection from the contest and suspension for a longer period of time from Seward activities.
- I/we understand by signing this we have read this Code of Conduct and understand what it means to be a good role model for Seward athletes.

Name(s) \_\_\_\_\_ Date \_\_\_\_\_

Name(s) \_\_\_\_\_ Date \_\_\_\_\_

# Seward High School Student And Parent Consent Form

## For Interscholastic Participation

I, \_\_\_\_\_ (**Student's Name**) request to participate in Seward High School interscholastic activities in the 2020-2021 school year. In making this request, Student states: This application to participate in interscholastic activities for the Seward High School is entirely voluntary on my part. I have read the eligibility rules and regulations of the Nebraska School Activities Association and the rules and regulations of Seward High School. I am not in violation of such rules.

(I am)(We are) the Student's parent or guardian ("Parent") and hereby give consent for the Student to participate in Seward High School interscholastic activities in the 2020-2021 school year.

Parent and Student hereby give the following statements, agreements and consents:

**WARNING OF RISK:** I realize that participation involves the potential for injury which is inherent in all interscholastic activities. Even with the protective equipment, safety rules and instruction and direction of coaches and sponsors that are provided, injuries are still a possibility. The severity of such injury can range from minor cuts, bruises, sprains, and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord, and on rare occasions, injuries so severe as to result in total disability, paralysis and death. *I acknowledge that I have read and understand this warning.*

**MEDICAL:** Parent is responsible for any professional medical and/or related services; the school shall not be liable for payment of such services. Parent and Student give permission to any and all of the Student's health care providers to release and discuss all records and information such health care providers may have about Student (including otherwise confidential medical information and records) to Seward High School and its employees, staff, agents, and consultants. Parent and Student further give permission to Seward High School, its employees, staff, agents, and consultants, to release and discuss all records and information it has (including otherwise confidential medical information or records) to Student's health care providers and to others as Seward High School may determine appropriate for the purposes of determining activity eligibility, fitness or injury status, or to respond to an emergency.

**INSURANCE:** I acknowledge that insurance coverage is recommended for all participants. The expense of insurance coverage is Parent's responsibility. Information regarding insurance is available in the Athletic

Director's office.

**INJURY REPORTING:** Parent and Student agree to report to coaches and trainers any injury whatsoever suffered by Student before, during or after the season, practice or games, whether such injury occurred as a part of participation in the extra-curricular activity, or outside of such activity.

**ELIGIBILITY RULES:** The major rules and regulations governing Student's eligibility to participate in interscholastic activities have been disclosed to Student and Parent. I have read the Nebraska School Activities Association rules of eligibility for participation in interscholastic activities, including the parent domicile, student transfer and scholastic rules. I understand that activity participants must be enrolled in at least 20 hours per week, be regular in attendance, and have on school records a minimum of 20 hours credit for the immediate preceding semester. Seward High School includes additional eligibility requirements as set forth in the Student-Parent Handbook.

**TRANSPORTATION:** I understand the activity may be conducted at a location other than Seward High School. In some instances Seward High School will not provide transportation to the activity. In such cases transportation to the site is the responsibility of Parent and Student. I understand that Seward High School is not responsible when Student is provided transportation by a private vehicle driven by others.

**GOOD SPORTSMANSHIP:** I understand good sportsmanship is essential to the success of the activity program. A failure to follow the principles of good sportsmanship or other inappropriate behavior may result in removal from the contest and may result in suspension from attending future contests or

activities.

**RELEASE OF INFORMATION:** I consent to academic information including grade point average, class rank and any academic awards/recognition received by Student to be released. Most typically this information will be used for the purpose of recognizing excellence in both athletics and academics and released for publication in newspapers, school publications and for awards banquets or assemblies, all-conference or all-state awards.

**UNIFORM/EQUIPMENT RETURN:** I agree to return all uniforms and equipment issued to me promptly on request and upon the ending of my participation in good condition; subject to wear and tear that occurs from normal use. I accept financial responsibility for the return of items assigned to Student and agree to reimburse the school the actual replacement value of the items in the event that they are not returned or are damaged, and for cost of repairs if they can be repaired. I understand that failure to reimburse the school in a timely fashion could affect extracurricular activity eligibility.

**ACTIVITY CODE:** The Seward High School Student-Parent Handbook includes an

Activity Code that sets out rules of behavior. Student agrees to comply with the Activity Code. In the event I am uncertain as to whether particular behavior or conduct would violate the Activity Code, I understand that I should ask the Athletic Director for advice before engaging in the behavior or conduct. I agree that participation in extracurricular activities is a privilege that may be denied by suspension or other discipline if Student does not comply with the Activity Code.

I agree that the Activity Code is a set of school rules and are not to be interpreted the same way as a criminal code. As such, I agree that the rules are subject to interpretation by school officials. I also agree that school officials may determine that a violation of the Activity Code has occurred when school officials reasonably determine from whatever information they find credible that the Student engaged in the conduct in question. School officials may determine that a violation of the Activity Code has occurred even though a criminal charge related to the conduct is still pending and even if Student has been found not guilty or the criminal charge has been otherwise dismissed.

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(Signature of Parent/Guardian)

Date: \_\_\_\_\_

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(Signature of Student)

Date: \_\_\_\_\_

## Nebraska School Activities Association ("NSAA") Student and Parent Consent Form

School Year: 20\_\_\_\_-20\_\_\_\_ Member School: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

The undersigned(s) are the Student and the parent(s), guardian(s), or person(s) in charge of the above named Student and are collectively referred to as "Parent".

The Parent and Student hereby:

(1) Understand and agree that participation in NSAA sponsored activities is voluntary on the part of the Student and is a privilege;

(2) Understand and agree that (a) by this Consent Form the NSAA has provided to the Parent and Student of the existence of potential dangers associated with athletic participation; (b) participation in any athletic activity may involve injury of some type; (c) the severity of such injury can range from minor cuts, bruises, sprains, and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord, and on rare occasions, injuries so severe as to result in total disability, paralysis and death; and, (d) even the best coaching, the use of the best protective equipment and strict observance of rules, injuries are still a possibility;

(3) Consent and agree to participation of the Student in NSAA activities subject to all NSAA by-laws and rules interpretations for participation in NSAA sponsored activities, and the activities rules of the NSAA member school for which the Student is participating;

(4) Consent and agree to (a) the disclosure by the Member School at which the Student is enrolled to the NSAA, and subsequent disclosure by the NSAA, of information regarding the Student, including the student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports, weight and height as a member of athletic teams, degrees, honors and awards received, statistics regarding performance, records or documentation related to eligibility for NSAA sponsored activities, medical records, and any other information related to the Student's participation in NSAA sponsored activities; and, (b) the Student being photographed, video taped, audio taped, or recorded by any other means while participating in NSAA activities and contests, consent to and waive any privacy rights with regard to the display of such recordings, and waive any claims of ownership or other rights with regard to such photographs or recordings or to the broadcast, sale or display of such photographs or recordings.

I acknowledge that I have read paragraphs (1) through (4) above, understand and agree to the terms thereof, including the warning of potential risk of injury inherent in participation in athletic activities.

DATED this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

\_\_\_\_\_  
Name of Student [Print Name]

\_\_\_\_\_  
Student Signature

(I am)(We are) the Student's [circle appropriate choice] (Parent) (Guardian). (I)(We) acknowledge that (I)(We) have read paragraphs (1) through (4) above, understand and agree to the terms thereof, including the warning of potential risk of injury inherent in participation in athletic activities. Having read the warning in paragraph (2) above and understanding the potential risk of injury to my Student, (I)(we) hereby give (my)(our) permission for \_\_\_\_\_ [insert student name] to practice and compete for the above named high school in activities approved by the NSAA, **except those crossed out below:**

|          |          |           |                 |            |                 |
|----------|----------|-----------|-----------------|------------|-----------------|
| Baseball | Golf     | Tennis    | Play Production | Basketball | Swimming/Diving |
| Track    | Football | Speech    | Cross Country   | Soccer     | Volleyball      |
| Music    | Softball | Wrestling | Debate          | Journalism |                 |

DATED this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

\_\_\_\_\_  
Parent [Print Name]

\_\_\_\_\_  
Parent Signature



## **Guard Your Activities Eligibility–2020-2021**



**IN ORDER TO REPRESENT A NEBRASKA HIGH SCHOOL IN INTERSCHOLASTIC ACTIVITIES COMPETITION, A STUDENT MUST ABIDE BY ELIGIBILITY RULES OF THE NEBRASKA SCHOOL ACTIVITIES ASSOCIATION. A SUMMARY OF THE MAJOR RULES IS GIVEN BELOW. CONTACT THE PRINCIPAL OR ACTIVITIES DIRECTOR FOR AN EXPLANATION OF THE COMPLETE RULE.**

**2.2.1-**Student must be a bonafide student of their member school and have not graduated from any high school.

**2.2.2-**After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership beginning with his/her enrollment in grade nine.

**2.3-**Student is ineligible if nineteen years of age before August 1 of current school year. (Student in grades 7 or 8 may participate on a high school team if he/she was 15 years of age prior to August 1 of current school year.)

**2.4.1-**Student must be enrolled in some high school on or before the eleventh school day of the current semester.

**2.5.1-**Student must be continually enrolled in at least twenty credit hours per semester and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.

**2.5.2-**Student must have been enrolled and received twenty hours in school the immediate preceding semester.

**2.6.2.1-Guardianship does not fulfill the definition of a legal parent.** If a guardian has been appointed for a student, the student is eligible in the school district where his/her legal parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for review and a ruling.

**2.6.3-**A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After a student makes an initial choice of high schools, any subsequent transfer, unless there has been a change of domicile by his/her parents, shall render the student ineligible for ninety school days. If a student has participated on a high school team at any level as a seventh, eighth, or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days.

**Student eligibility related to domicile can be attained in the following manners:**

**2.6.9.1-**If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.

**2.6.9.2-**If the domicile is changed during the summer months and the student is in grade twelve and the student has attended the high school for two or more years, the student may remain at the high school he/she has been attending and retain eligibility.

**2.6.9.3-**If a student elects to remain at the high school where he/she initially enrolled after being promoted from grade eight of a middle or junior high school, or grade nine of a junior high school, he/she is eligible at that school, or is eligible at a high school located within the school district in which the parents established their domicile.

**2.6.10-**If the legal parents of a student change their domicile from one school district that has a high school to another school district that has a high school, the student shall be eligible immediately in the school district where the parents established their domicile.

**2.7.7-**Nebraska transfer students whose name appears on the NSAA transfer list prior to May 1 shall be eligible immediately in the fall. Those students whose name does NOT appear on the NSAA transfer list prior to May 1 shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.

**2.7.8-**Nebraska transfer students must have signed and delivered all forms necessary to make such transfer to the school in which he/she intends to enroll for the 2020-2021 school year prior to May 1, 2020; for the student to be eligible. The school to which the transfer is being made must have notified the NSAA office via an NSAA online transfer form, no later than May 1, 2020. The student would become ineligible for ninety school days the next fall if the student were to change his/her mind and decide not to transfer. If such student were to transfer to the new school, but later decides to return to his/her former district before 90 school days have elapsed, such student will be ineligible in the former district for 90 school days, with the ineligibility period commencing at the start of the fall semester. Those students, who did not have their enrollment forms signed, delivered and accepted prior to May 1, 2020, shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.

**3.5 / 3.1-**Once the season of a sport begins, a student shall participate in practices and compete only in athletic contests/meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.

**3.5.1-**During the season of a particular sport, athletes participating in that sport for a high school may attend, but may not physically take part, either as an individual or as a member of a team, in the sport activity in which instruction is being offered in the clinic, camp or school. \*(Refer to 3.5.1.1 for exception in Swimming & Diving.)

**3.6-**A student shall not participate on an all-star team while a high school undergraduate.

**3.7-**A student must maintain his/her amateur status.



## ■ PREPARTICIPATION PHYSICAL EVALUATION HISTORY FORM

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(Note: This form is to be filled out by the patient and parent prior to seeing the physician. The physician should keep this form in the chart.)

Date of Exam \_\_\_\_\_  
Name \_\_\_\_\_ Date of birth \_\_\_\_\_  
Sex \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_ Sport(s) \_\_\_\_\_

**Medicines and Allergies:** Please list all of the prescription and over-the-counter medicines and supplements (herbal and nutritional) that you are currently taking

Do you have any allergies? ☐ Yes ☐ No If yes, please identify specific allergy below.  
☐ Medicines ☐ Pollens ☐ Food

☐ Stinging Insects

Explain "Yes" answers below. Circle questions you don't know the answers to.

| GENERAL QUESTIONS                                                                                                                                                                                                                                                                                                                      | Yes | No | MEDICAL QUESTIONS                                                                                                   | Yes | No |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|---------------------------------------------------------------------------------------------------------------------|-----|----|
| 1. Has a doctor ever denied or restricted your participation in sports for any reason?                                                                                                                                                                                                                                                 |     |    | 26. Do you cough, wheeze, or have difficulty breathing during or after exercise?                                    |     |    |
| 2. Do you have any ongoing medical conditions? If so, please identify below: <input type="checkbox"/> Asthma <input type="checkbox"/> Anemia <input type="checkbox"/> Diabetes <input type="checkbox"/> Infections Other: _____                                                                                                        |     |    | 27. Have you ever used an inhaler or taken asthma medicine?                                                         |     |    |
| 3. Have you ever spent the night in the hospital?                                                                                                                                                                                                                                                                                      |     |    | 28. Is there anyone in your family who has asthma?                                                                  |     |    |
| 4. Have you ever had surgery?                                                                                                                                                                                                                                                                                                          |     |    | 29. Were you born without or are you missing a kidney, an eye, a testicle (males), your spleen, or any other organ? |     |    |
| <b>HEART HEALTH QUESTIONS ABOUT YOU</b>                                                                                                                                                                                                                                                                                                | Yes | No | 30. Do you have groin pain or a painful bulge or hernia in the groin area?                                          |     |    |
| 5. Have you ever passed out or nearly passed out DURING or AFTER exercise?                                                                                                                                                                                                                                                             |     |    | 31. Have you had infectious mononucleosis (mono) within the last month?                                             |     |    |
| 6. Have you ever had discomfort, pain, tightness, or pressure in your chest during exercise?                                                                                                                                                                                                                                           |     |    | 32. Do you have any rashes, pressure sores, or other skin problems?                                                 |     |    |
| 7. Does your heart ever race or skip beats (irregular beats) during exercise?                                                                                                                                                                                                                                                          |     |    | 33. Have you had a herpes or MRSA skin infection?                                                                   |     |    |
| 8. Has a doctor ever told you that you have any heart problems? If so, check all that apply:<br><input type="checkbox"/> High blood pressure <input type="checkbox"/> A heart murmur<br><input type="checkbox"/> High cholesterol <input type="checkbox"/> A heart infection<br><input type="checkbox"/> Kawasaki disease Other: _____ |     |    | 34. Have you ever had a head injury or concussion?                                                                  |     |    |
| 9. Has a doctor ever ordered a test for your heart? (For example, ECG/EKG, echocardiogram)                                                                                                                                                                                                                                             |     |    | 35. Have you ever had a hit or blow to the head that caused confusion, prolonged headache, or memory problems?      |     |    |
| 10. Do you get lightheaded or feel more short of breath than expected during exercise?                                                                                                                                                                                                                                                 |     |    | 36. Do you have a history of seizure disorder?                                                                      |     |    |
| 11. Have you ever had an unexplained seizure?                                                                                                                                                                                                                                                                                          |     |    | 37. Do you have headaches with exercise?                                                                            |     |    |
| 12. Do you get more tired or short of breath more quickly than your friends during exercise?                                                                                                                                                                                                                                           |     |    | 38. Have you ever had numbness, tingling, or weakness in your arms or legs after being hit or falling?              |     |    |
| <b>HEART HEALTH QUESTIONS ABOUT YOUR FAMILY</b>                                                                                                                                                                                                                                                                                        | Yes | No | 39. Have you ever been unable to move your arms or legs after being hit or falling?                                 |     |    |
| 13. Has any family member or relative died of heart problems or had an unexpected or unexplained sudden death before age 50 (including drowning, unexplained car accident, or sudden infant death syndrome)?                                                                                                                           |     |    | 40. Have you ever become ill while exercising in the heat?                                                          |     |    |
| 14. Does anyone in your family have hypertrophic cardiomyopathy, Marfan syndrome, arrhythmogenic right ventricular cardiomyopathy, long QT syndrome, short QT syndrome, Brugada syndrome, or catecholaminergic polymorphic ventricular tachycardia?                                                                                    |     |    | 41. Do you get frequent muscle cramps when exercising?                                                              |     |    |
| 15. Does anyone in your family have a heart problem, pacemaker, or implanted defibrillator?                                                                                                                                                                                                                                            |     |    | 42. Do you or someone in your family have sickle cell trait or disease?                                             |     |    |
| 16. Has anyone in your family had unexplained fainting, unexplained seizures, or near drowning?                                                                                                                                                                                                                                        |     |    | 43. Have you had any problems with your eyes or vision?                                                             |     |    |
| <b>BONE AND JOINT QUESTIONS</b>                                                                                                                                                                                                                                                                                                        | Yes | No | 44. Have you had any eye injuries?                                                                                  |     |    |
| 17. Have you ever had an injury to a bone, muscle, ligament, or tendon that caused you to miss a practice or a game?                                                                                                                                                                                                                   |     |    | 45. Do you wear glasses or contact lenses?                                                                          |     |    |
| 18. Have you ever had any broken or fractured bones or dislocated joints?                                                                                                                                                                                                                                                              |     |    | 46. Do you wear protective eyewear, such as goggles or a face shield?                                               |     |    |
| 19. Have you ever had an injury that required x-rays, MRI, CT scan, injections, therapy, a brace, a cast, or crutches?                                                                                                                                                                                                                 |     |    | 47. Do you worry about your weight?                                                                                 |     |    |
| 20. Have you ever had a stress fracture?                                                                                                                                                                                                                                                                                               |     |    | 48. Are you trying to or has anyone recommended that you gain or lose weight?                                       |     |    |
| 21. Have you ever been told that you have or have you had an x-ray for neck instability or atlantoaxial instability? (Down syndrome or dwarfism)                                                                                                                                                                                       |     |    | 49. Are you on a special diet or do you avoid certain types of foods?                                               |     |    |
| 22. Do you regularly use a brace, orthotics, or other assistive device?                                                                                                                                                                                                                                                                |     |    | 50. Have you ever had an eating disorder?                                                                           |     |    |
| 23. Do you have a bone, muscle, or joint injury that bothers you?                                                                                                                                                                                                                                                                      |     |    | 51. Do you have any concerns that you would like to discuss with a doctor?                                          |     |    |
| 24. Do any of your joints become painful, swollen, feel warm, or look red?                                                                                                                                                                                                                                                             |     |    | <b>FEMALES ONLY</b>                                                                                                 |     |    |
| 25. Do you have any history of juvenile arthritis or connective tissue disease?                                                                                                                                                                                                                                                        |     |    | 52. Have you ever had a menstrual period?                                                                           |     |    |
|                                                                                                                                                                                                                                                                                                                                        |     |    | 53. How old were you when you had your first menstrual period?                                                      |     |    |
|                                                                                                                                                                                                                                                                                                                                        |     |    | 54. How many periods have you had in the last 12 months?                                                            |     |    |

Explain "yes" answers here

I hereby state that, to the best of my knowledge, my answers to the above questions are complete and correct.

Signature of athlete \_\_\_\_\_ Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

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I hereby give permission for the release of the attached student medical history and the results of the actual physical examination to the school for the purposes of participation in athletics and activities.  
Parent or Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

# **■ PREPARTICIPATION PHYSICAL EVALUATION** **THE ATHLETE WITH SPECIAL NEEDS:** **SUPPLEMENTAL HISTORY FORM**

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Date of Exam \_\_\_\_\_  
 Name \_\_\_\_\_ Date of birth \_\_\_\_\_  
 Sex \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_ Sport(s) \_\_\_\_\_

|                                                                                                            |     |    |
|------------------------------------------------------------------------------------------------------------|-----|----|
| 1. Type of disability                                                                                      |     |    |
| 2. Date of disability                                                                                      |     |    |
| 3. Classification (if available)                                                                           |     |    |
| 4. Cause of disability (birth, disease, accident/trauma, other)                                            |     |    |
| 5. List the sports you are interested in playing                                                           |     |    |
|                                                                                                            | Yes | No |
| 6. Do you regularly use a brace, assistive device, or prosthetic?                                          |     |    |
| 7. Do you use any special brace or assistive device for sports?                                            |     |    |
| 8. Do you have any rashes, pressure sores, or any other skin problems?                                     |     |    |
| 9. Do you have a hearing loss? Do you use a hearing aid?                                                   |     |    |
| 10. Do you have a visual impairment?                                                                       |     |    |
| 11. Do you use any special devices for bowel or bladder function?                                          |     |    |
| 12. Do you have burning or discomfort when urinating?                                                      |     |    |
| 13. Have you had autonomic dysreflexia?                                                                    |     |    |
| 14. Have you ever been diagnosed with a heat-related (hyperthermia) or cold-related (hypothermia) illness? |     |    |
| 15. Do you have muscle spasticity?                                                                         |     |    |
| 16. Do you have frequent seizures that cannot be controlled by medication?                                 |     |    |

Explain "yes" answers here

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Please indicate if you have ever had any of the following.

|                                               | Yes | No |
|-----------------------------------------------|-----|----|
| Atlantoaxial instability                      |     |    |
| X-ray evaluation for atlantoaxial instability |     |    |
| Dislocated joints (more than one)             |     |    |
| Easy bleeding                                 |     |    |
| Enlarged spleen                               |     |    |
| Hepatitis                                     |     |    |
| Osteopenia or osteoporosis                    |     |    |
| Difficulty controlling bowel                  |     |    |
| Difficulty controlling bladder                |     |    |
| Numbness or tingling in arms or hands         |     |    |
| Numbness or tingling in legs or feet          |     |    |
| Weakness in arms or hands                     |     |    |
| Weakness in legs or feet                      |     |    |
| Recent change in coordination                 |     |    |
| Recent change in ability to walk              |     |    |
| Spina bifida                                  |     |    |
| Latex allergy                                 |     |    |

Explain "yes" answers here

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I hereby state that, to the best of my knowledge, my answers to the above questions are complete and correct.

Signature of athlete \_\_\_\_\_ Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

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# ■ PREPARTICIPATION PHYSICAL EVALUATION PHYSICAL EXAMINATION FORM

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Name \_\_\_\_\_ Date of birth \_\_\_\_\_

## PHYSICIAN REMINDERS

- Consider additional questions on more sensitive issues
  - Do you feel stressed out or under a lot of pressure?
  - Do you ever feel sad, hopeless, depressed, or anxious?
  - Do you feel safe at your home or residence?
  - Have you ever tried cigarettes, chewing tobacco, snuff, or dip?
  - During the past 30 days, did you use chewing tobacco, snuff, or dip?
  - Do you drink alcohol or use any other drugs?
  - Have you ever taken anabolic steroids or used any other performance supplement?
  - Have you ever taken any supplements to help you gain or lose weight or improve your performance?
  - Do you wear a seat belt, use a helmet, and use condoms?
- Consider reviewing questions on cardiovascular symptoms (questions 5–14).

| EXAMINATION                                                                                                                                                                                                               |               |                                                               |                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------------------------------------------------------------|------------------------------------------------------------------------------------|
| Height                                                                                                                                                                                                                    | Weight        | <input type="checkbox"/> Male <input type="checkbox"/> Female |                                                                                    |
| BP                                                                                                                                                                                                                        | / ( / )       | Pulse                                                         | Vision R 20/ L 20/ Corrected <input type="checkbox"/> Y <input type="checkbox"/> N |
| <b>MEDICAL</b>                                                                                                                                                                                                            | <b>NORMAL</b> | <b>ABNORMAL FINDINGS</b>                                      |                                                                                    |
| Appearance <ul style="list-style-type: none"> <li>Marfan stigmata (kyphoscoliosis, high-arched palate, pectus excavatum, arachnodactyly, arm span &gt; height, hyperlaxity, myopia, MVP, aortic insufficiency)</li> </ul> |               |                                                               |                                                                                    |
| Eyes/ears/nose/throat <ul style="list-style-type: none"> <li>Pupils equal</li> <li>Hearing</li> </ul>                                                                                                                     |               |                                                               |                                                                                    |
| Lymph nodes                                                                                                                                                                                                               |               |                                                               |                                                                                    |
| Heart* <ul style="list-style-type: none"> <li>Murmurs (auscultation standing, supine, +/- Valsalva)</li> <li>Location of point of maximal impulse (PMI)</li> </ul>                                                        |               |                                                               |                                                                                    |
| Pulses <ul style="list-style-type: none"> <li>Simultaneous femoral and radial pulses</li> </ul>                                                                                                                           |               |                                                               |                                                                                    |
| Lungs                                                                                                                                                                                                                     |               |                                                               |                                                                                    |
| Abdomen                                                                                                                                                                                                                   |               |                                                               |                                                                                    |
| Genitourinary (males only)*                                                                                                                                                                                               |               |                                                               |                                                                                    |
| Skin <ul style="list-style-type: none"> <li>HSV, lesions suggestive of MRSA, tinea corporis</li> </ul>                                                                                                                    |               |                                                               |                                                                                    |
| Neurologic*                                                                                                                                                                                                               |               |                                                               |                                                                                    |
| <b>MUSCULOSKELETAL</b>                                                                                                                                                                                                    |               |                                                               |                                                                                    |
| Neck                                                                                                                                                                                                                      |               |                                                               |                                                                                    |
| Back                                                                                                                                                                                                                      |               |                                                               |                                                                                    |
| Shoulder/arm                                                                                                                                                                                                              |               |                                                               |                                                                                    |
| Elbow/forearm                                                                                                                                                                                                             |               |                                                               |                                                                                    |
| Wrist/hand/fingers                                                                                                                                                                                                        |               |                                                               |                                                                                    |
| Hip/thigh                                                                                                                                                                                                                 |               |                                                               |                                                                                    |
| Knee                                                                                                                                                                                                                      |               |                                                               |                                                                                    |
| Leg/ankle                                                                                                                                                                                                                 |               |                                                               |                                                                                    |
| Foot/toes                                                                                                                                                                                                                 |               |                                                               |                                                                                    |
| Functional <ul style="list-style-type: none"> <li>Duck-walk, single leg hop</li> </ul>                                                                                                                                    |               |                                                               |                                                                                    |

\*Consider ECG, echocardiogram, and referral to cardiology for abnormal cardiac history or exam.

\*Consider GU exam if in private setting. Having third party present is recommended.

\*Consider cognitive evaluation or baseline neuropsychiatric testing if a history of significant concussion.

☐ Cleared for all sports without restriction

☐ Cleared for all sports without restriction with recommendations for further evaluation or treatment for \_\_\_\_\_

☐ Not cleared

☐ Pending further evaluation

☐ For any sports

☐ For certain sports \_\_\_\_\_

Reason \_\_\_\_\_

Recommendations \_\_\_\_\_

I have examined the above-named student and completed the preparticipation physical evaluation. The athlete does not present apparent clinical contraindications to practice and participate in the sport(s) as outlined above. A copy of the physical exam is on record in my office and can be made available to the school at the request of the parents. If conditions arise after the athlete has been cleared for participation, the physician may rescind the clearance until the problem is resolved and the potential consequences are completely explained to the athlete (and parents/guardians).

Name of physician (print/type) \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Signature of physician \_\_\_\_\_, MD or DO

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3 of 4

4--NSAA Preparticipation  
Physical Evaluation/Clearance Form



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*Seward High School Parent-Student Handbook 126*



# Seward High School Parent-Student Handbook



**Seward High School**

home of the **Bluejays**

532 Northern Heights Drive • Seward, NE 68434

Phone: (402) 643-2988 • Fax: (402) 643-2599

[www.sewardpublicschools.org](http://www.sewardpublicschools.org)

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# Forward

## **Section 1     Intent of Handbook**

This handbook is intended to be used by parents, students, and staff as a guide to the rules, regulations, and general information about Seward High School. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and make rule revisions at any time to implement educational programs and to assure the well being of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, as well as state and federal regulations.

Each year, the Board of Education shall adopt Parent-Student Handbooks. The rules, procedures, and practices adopted in the Parent-Student Handbooks shall have the effect of Board Policy.

## **Section 2     Superintendent and Members of the Board of Education**

| <b><u>Name</u></b> | <b><u>Title</u></b> |
|--------------------|---------------------|
| Dr. Josh Fields    | Superintendent      |
| Ryne Seaman        | President           |
| Jerry Rumery       | Vice President      |
| Paul Duer          | Secretary           |
| Jana Hughes        | Member              |
| Jill Hochstein     | Member              |
| Danielle Shipley   | Member              |

## **Section 3     High School Administration and Office Staff**

| <b><u>Name</u></b> | <b><u>Position</u></b>             |
|--------------------|------------------------------------|
| Scott Axt          | Principal                          |
| Jill Johnson       | Vice Principal                     |
| John Moody         | Activities Director/Social Studies |
| Charles Gebhardt   | Assistant Activities Director      |
| Craig Williams     | Technology Coordinator             |
| Noelle Baker       | Counselor                          |

Kevin Fields  
 Matt Dominy  
 Connie Biaggio  
 Jennifer Messersmith  
 Marty Telecky  
 Mary Russell  
 Carmen Johnson  
 Jennifer Anderson

Counselor  
 Curriculum and Assessment Director  
 Special Education and Special Services Director  
 Food Services Director  
 Transportation Director  
 Administrative Assistant/Bookkeeper  
 Registrar/Administrative Assistant  
 School Nurse

## Section 4 High School Teaching Staff

| <b>Name</b>         | <b>Department</b>     | <b>E-Mail</b>                                                                                |
|---------------------|-----------------------|----------------------------------------------------------------------------------------------|
| Aaron Blersch       | Mathematics           | <a href="mailto:aaron.blersch@sewardschools.org">aaron.blersch@sewardschools.org</a>         |
| Celeste Brandenburg | FCS                   | <a href="mailto:celeste.palensky@sewardschools.org">celeste.palensky@sewardschools.org</a>   |
| Emilia Brosek       | Agriculture           | <a href="mailto:emilia.brosek@sewardschools.org">emilia.brosek@sewardschools.org</a>         |
| Julie Christensen   | Media Specialist      | <a href="mailto:julie.christensen@sewardschools.org">julie.christensen@sewardschools.org</a> |
| Tiffany Core        | Special Education     | <a href="mailto:tiffany.core@sewardschools.org">tiffany.core@sewardschools.org</a>           |
| Erica Crouch        | Language Arts/Speech  | <a href="mailto:erica.crouch@sewardschools.org">erica.crouch@sewardschools.org</a>           |
| Pam Franck          | Mathematics           | <a href="mailto:pam.franck@sewardschools.org">pam.franck@sewardschools.org</a>               |
| Craig Frederick     | Agriculture           | <a href="mailto:craig.frederick@sewardschools.org">craig.frederick@sewardschools.org</a>     |
| Jeremy Fries        | Mathematics/Striv TV  | <a href="mailto:jeremy.fries@sewardschools.org">jeremy.fries@sewardschools.org</a>           |
| Charles Gebhardt    | Mathematics/Chemistry | <a href="mailto:charles.gebhardt@sewardschools.org">charles.gebhardt@sewardschools.org</a>   |
| Laura Goracke       | Science               | <a href="mailto:laura.goracke@sewardschools.org">laura.goracke@sewardschools.org</a>         |
| Jeff Hass           | Industrial Arts       | <a href="mailto:jeff.hass@sewardschools.org">jeff.hass@sewardschools.org</a>                 |
| Jordan Hinrichs     | Math/Physics          | <a href="mailto:jordan.hinrichs@sewardschools.org">jordan.hinrichs@sewardschools.org</a>     |
| Kurt Holliday       | Industrial Technology | <a href="mailto:kurt.holliday@sewardschools.org">kurt.holliday@sewardschools.org</a>         |
| Amanda Kenney       | Instrumental Music    | <a href="mailto:amanda.kenney@sewardschools.org">amanda.kenney@sewardschools.org</a>         |
| Nate Knott          | Art                   | <a href="mailto:nate.knott@sewardschools.org">nate.knott@sewardschools.org</a>               |
| Kelley Limback      | Language Arts         | <a href="mailto:kelley.limback@sewardschools.org">kelley.limback@sewardschools.org</a>       |
| <b>Trevor Menke</b> | <b>Social Science</b> | <a href="mailto:trevor.menke@sewardschools.org">trevor.menke@sewardschools.org</a>           |
| Wade Miller         | Business              | <a href="mailto:wade.miller@sewardschools.org">wade.miller@sewardschools.org</a>             |
| Chris Oerman        | Spanish               | <a href="mailto:chris.oerman@sewardschools.org">chris.oerman@sewardschools.org</a>           |
| Jamie Opfer         | Health & P.E.         | <a href="mailto:jamie.opfer@sewardschools.org">jamie.opfer@sewardschools.org</a>             |
| Tom Pallas          | Language Arts & P.E.  | <a href="mailto:tom.pallas@sewardschools.org">tom.pallas@sewardschools.org</a>               |
| Lynnette Petersen   | Special Education     | <a href="mailto:lynnette.petersen@sewardschools.org">lynnette.petersen@sewardschools.org</a> |
| Angela Pfeiffer     | Special Education     | <a href="mailto:angela.pfeiffer@sewardschools.org">angela.pfeiffer@sewardschools.org</a>     |
| Jenny Pinkall       | Science & P.E.        | <a href="mailto:jenny.pinkall@sewardschools.org">jenny.pinkall@sewardschools.org</a>         |
| Pat Piskorski       | Science               | <a href="mailto:pat.piskorski@sewardschools.org">pat.piskorski@sewardschools.org</a>         |
| Jim Placke          | Physical Education    | <a href="mailto:jim.placke@sewardschools.org">jim.placke@sewardschools.org</a>               |
| Melissa Pohl        | Language Arts         | <a href="mailto:melissa.pohl@sewardschools.org">melissa.pohl@sewardschools.org</a>           |
| Ashlee Rickert      | Language Art          | <a href="mailto:ashlee.rickert@sewardschools.org">ashlee.rickert@sewardschools.org</a>       |
| Ben Rickert         | Vocal Music           | <a href="mailto:ben.rickert@sewardschools.org">ben.rickert@sewardschools.org</a>             |
| Kyle Royuk          | Math                  | <a href="mailto:kyle.royuk@sewardschools.org">kyle.royuk@sewardschools.org</a>               |
| Becky Snyder        | Spanish               | <a href="mailto:becky.snyder@sewardschools.org">becky.snyder@sewardschools.org</a>           |
| TJ Towle            | Alternative School    | <a href="mailto:tj.towle@sewardschools.org">tj.towle@sewardschools.org</a>                   |
| Tom Tvrdy           | Social Science        | <a href="mailto:tom.tvrdy@sewardschools.org">tom.tvrdy@sewardschools.org</a>                 |
| Kristen Upton       | Spanish               | <a href="mailto:kristen.upton@sewardschools.org">kristen.upton@sewardschools.org</a>         |
| Dory von Kampen     | Language Arts         | <a href="mailto:dory.vonkampen@sewardschools.org">dory.vonkampen@sewardschools.org</a>       |
| Tom Widler          | Business & Computers  | <a href="mailto:tom.widler@sewardschools.org">tom.widler@sewardschools.org</a>               |
| Russ Wissing        | Math & Computers      | <a href="mailto:russ.wissing@sewardschools.org">russ.wissing@sewardschools.org</a>           |

## Section 5      Extracurricular Assignments/Committees

| <b>Activity</b>                 | <b>Coaches/Sponsors/Team Members</b>                                                                                                           |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Football</b>                 | Jamie Opfer (Head Coach), Wade Miller, Casey Makey, Jeff Hass, Nate Knott                                                                      |
| <b>Softball</b>                 | Rich Eber (Head Coach), Brock Anderson                                                                                                         |
| <b>Cross Country</b>            | Kurt Holliday (Head Coach), Kyle Royuk                                                                                                         |
| <b>Girls Golf</b>               | Jim Placke (Head Coach)                                                                                                                        |
| <b>Volleyball</b>               | Tom Pallas (Head Coach), Kelley Limback                                                                                                        |
| <b>Boys Basketball</b>          | Trevor Menke (Head Coach), Wade Miller, Tanner Shuck                                                                                           |
| <b>Girls Basketball</b>         | Beth Bohuslavsky (Head Coach), Brock Anderson, Tanner Roth                                                                                     |
| <b>Wrestling</b>                | Bob Core (Head Coach), Nate Stepp                                                                                                              |
| <b>Baseball</b>                 | Brock Anderson (Head Coach), Rich Eber, Jeremy Fries                                                                                           |
| <b>Track</b>                    | Kyle Royuk (Head Coach), Nate Knott, Jeff Hass, Jordan Hinrichs, Kari Samuels                                                                  |
| <b>Boys Golf</b>                | Jim Placke (Head Coach)                                                                                                                        |
| <b>Boys Soccer</b>              | Nick Holmes (Head Coach), Jamie Opfer                                                                                                          |
| <b>Girls Soccer</b>             | TBD                                                                                                                                            |
| <b>Show Choir</b>               | Ben Rickert                                                                                                                                    |
| <b>Speech</b>                   | Erica Crouch (Head Coach), Aaron Blersch                                                                                                       |
| <b>One Act Play</b>             | TBD                                                                                                                                            |
| <b>Marching Band</b>            | Amanda Kenney                                                                                                                                  |
| <b>Color Guard</b>              | Brittany Jeary                                                                                                                                 |
| <b>Musical</b>                  | Ben Rickert, Dory von Kampen                                                                                                                   |
| <b>Cheer</b>                    | Ciera Hartung                                                                                                                                  |
| <b>Dance</b>                    | TBD                                                                                                                                            |
| <b>FCCLA</b>                    | Celeste Brandenburgh                                                                                                                           |
| <b>FBLA</b>                     | Wade Miller                                                                                                                                    |
| <b>Key Club</b>                 | Noelle Baker, Kevin Fields                                                                                                                     |
| <b>FFA</b>                      | Craig Frederick, Emilia Brosek                                                                                                                 |
| <b>National Honor Society</b>   | Chris Oerman                                                                                                                                   |
| <b>Quiz Bowl</b>                | Melissa Pohl                                                                                                                                   |
| <b>SkillsUSA</b>                | Kurt Holliday                                                                                                                                  |
| <b>Yearbook</b>                 | Kelley Limback                                                                                                                                 |
| <b>Bluejay Leadership Team</b>  | Jill Johnson, Kristen Upton                                                                                                                    |
| <b>9th Grade Class Sponsor</b>  | Jenny Pinkall, Becky Snyder                                                                                                                    |
| <b>10th Grade Class Sponsor</b> | Lynette Petersen, Tiffany Core                                                                                                                 |
| <b>11th Grade Class Sponsor</b> | Sara Smith, Kristen Upton, Nate Knott                                                                                                          |
| <b>12th Grade Class Sponsor</b> | Noelle Baker, Kevin Fields                                                                                                                     |
| <b>SCIP Team</b>                | Noelle Baker, Pat Piskorski, Lynette Peterson, Kevin Fields, Nate Knott, Scott Axt, Jill Johnson                                               |
| <b>Emergency Response Team</b>  | Scott Axt, Jill Johnson, John Moody, Jennifer Anderson, Kurt Holliday, Noelle Baker, Russ Wissing, Jordan Hinrichs, Kevin Fields, Tiffany Core |
| <b>Action Team Leaders</b>      | Nate Knott, Melissa Pohl, Jim Placke, Wade Miller, Jordan Hinrichs, Russ Wissing, Sara Smith, Rich Eber, Kelley Limback, Chris Oerman          |

# School Calendar

## 2020-2021 CALENDAR SEWARD PUBLIC SCHOOLS

### AUGUST

- 6 New Teacher Orientation
- 7 New Teacher Work Day
- 10,11,12 Professional Development Days
- 11 Student Orientation/Open House: Elementary 5:00-6:30,  
Middle 6:00-7:30 & High School 7:00-8:30 PM
- 13 First Student Day - Dismiss 1:30

### SEPTEMBER

- 7 No School - Labor Day
- 14 Professional Development Day - No Students

### OCTOBER

- 9 Elementary Planning Day--No Elem. Students
- 15 End of 1st Quarter - 44 Days
- 16 No School--Fall Break
- 19 Professional Development Day - No Students

### NOVEMBER

- 25 Professional Development for staff until 2:15. No Students.
- 26-27 Thanksgiving Vacation

### DECEMBER

- 22 End 2nd Quarter - 43 Days -- 1:30 Dismissal
- NSAA Competition Moratorium
- 23-31 Winter Vacation

### JANUARY

- 1-4 Winter Vacation
- 4 Professional Development Day - No Students
- 5 School Resumes
- 22 No Elementary School

### FEBRUARY

- 19 No School
- 22 Professional Development Day - No Students

### MARCH

- 8 Elementary Planning Day - No Elem. Students
- 11 End of 3rd Quarter - 46 Days
- 12 No School -- Spring Break
- 15 Professional Development Day - No Students

### APRIL

- 2,5 No School--Spring Break

### MAY

- 3 Elementary Planning Day - No Elem. Students
- 16 Graduation
- 20 Last Day Scheduled (subject to change) - 11:30 Dismissal
- End of 4th Quarter - 42 Days
- 21 Professional Development Day
- 31 Memorial Day



### PARENTS - PLEASE READ BELOW

\* Four snow days are built into the school calendar. If we have less than four snow days the last day of school will be moved to an earlier date by the number of days not used (Example- we use 2 snow days our last day of school will be 2 days earlier). If we have more than four snow days the last day of school will be extended by the number of days past the four built-in snow days.

| AUGUST 2020 |    |    |    |    |    |    | SEPTEMBER 2020 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|----------------|----|----|----|----|----|----|
| S           | M  | T  | W  | T  | F  | S  | S              | M  | T  | W  | T  | F  | S  |
|             |    |    |    |    |    | 1  |                |    | 1  | 2  | 3  | 4  | 5  |
| 2           | 3  | 4  | 5  | 6  | 7  | 8  | 6              | 7  | 8  | 9  | 10 | 11 | 12 |
| 9           | 10 | 11 | 12 | 13 | 14 | 15 | 13             | 14 | 15 | 16 | 17 | 18 | 21 |
| 16          | 17 | 18 | 19 | 20 | 21 | 22 | 20             | 21 | 22 | 23 | 24 | 25 | 28 |
| 23          | 24 | 25 | 26 | 27 | 28 | 29 | 27             | 28 | 29 | 30 |    |    |    |
| 30          | 31 |    |    |    |    |    |                |    |    |    |    |    |    |

| OCTOBER 2020 |    |    |    |    |    |    | NOVEMBER 2020 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|
| S            | M  | T  | W  | T  | F  | S  | S             | M  | T  | W  | T  | F  | S  |
|              |    |    |    | 1  | 2  | 3  | 1             | 2  | 3  | 4  | 5  | 6  | 7  |
| 4            | 5  | 6  | 7  | 8  | 9  | 10 | 8             | 9  | 10 | 11 | 12 | 13 | 14 |
| 11           | 12 | 13 | 14 | 15 | 16 | 17 | 15            | 16 | 17 | 18 | 19 | 20 | 21 |
| 18           | 19 | 20 | 21 | 22 | 23 | 24 | 22            | 23 | 24 | 25 | 26 | 27 | 28 |
| 25           | 26 | 27 | 28 | 29 | 30 | 31 | 29            | 30 |    |    |    |    |    |

| DECEMBER 2020 |    |    |    |    |    |    | JANUARY 2021 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  | S            | M  | T  | W  | T  | F  | S  |
|               |    |    | 1  | 2  | 3  | 4  |              |    |    |    |    | 1  | 2  |
| 6             | 7  | 8  | 9  | 10 | 11 | 12 | 3            | 4  | 5  | 6  | 7  | 8  | 9  |
| 13            | 14 | 15 | 16 | 17 | 18 | 19 | 10           | 11 | 12 | 13 | 14 | 15 | 16 |
| 20            | 21 | 22 | 23 | 24 | 25 | 26 | 17           | 18 | 19 | 20 | 21 | 22 | 23 |
| 27            | 28 | 29 | 30 | 31 |    |    | 24           | 25 | 26 | 27 | 28 | 29 | 30 |

| FEBRUARY 2021 |    |    |    |    |    |    | MARCH 2021 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  | S          | M  | T  | W  | T  | F  | S  |
|               |    |    | 1  | 2  | 3  | 4  |            |    | 1  | 2  | 3  | 4  | 5  |
| 7             | 8  | 9  | 10 | 11 | 12 | 13 | 7          | 8  | 9  | 10 | 11 | 12 | 13 |
| 14            | 15 | 16 | 17 | 18 | 19 | 20 | 14         | 15 | 16 | 17 | 18 | 19 | 20 |
| 21            | 22 | 23 | 24 | 25 | 26 | 27 | 21         | 22 | 23 | 24 | 25 | 26 | 27 |
| 28            |    |    |    |    |    |    | 28         | 29 | 30 | 31 |    |    |    |

| APRIL 2021 |    |    |    |    |    |    | MAY 2021 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|----------|----|----|----|----|----|----|
| S          | M  | T  | W  | T  | F  | S  | S        | M  | T  | W  | T  | F  | S  |
|            |    |    |    | 1  | 2  | 3  |          |    |    |    |    |    | 1  |
| 4          | 5  | 6  | 7  | 8  | 9  | 10 | 2        | 3  | 4  | 5  | 6  | 7  | 8  |
| 11         | 12 | 13 | 14 | 15 | 16 | 17 | 9        | 10 | 11 | 12 | 13 | 14 | 15 |
| 18         | 19 | 20 | 21 | 22 | 23 | 24 | 16       | 17 | 18 | 19 | 20 | 21 | 22 |
| 25         | 26 | 27 | 28 | 29 | 30 |    | 23       | 24 | 25 | 26 | 27 | 28 | 29 |
|            |    |    |    |    |    |    | 30       | 31 |    |    |    |    |    |

- End of Quarter
- ◼ Professional Development - No Students
- No School/No Students
- No Elementary School

Visit the school district website for calendar event information at: [www.sewardpublicschools.org](http://www.sewardpublicschools.org)

### Parent-Teacher Conferences

#### High School - 5:30 to 7:30 PM

- Tues., Sept 8      Tues., Nov. 10
- Mon., Feb. 1      Mon., April 12

#### Middle School - 4:00 to 8:00 PM

- Mon., Sept. 28 - Grades 5-8
- Thurs., Sept. 24 - Grade 5 Only
- Tues., Feb. 16 - Grades 6-8

#### Elementary School - 4:00 to 8:00 PM

- Tues., Oct. 13      Thur., Oct. 15
- Mon., March 8      Tues., March 9

# Mission and Goals

## Section 1 School Mission Statement

The school district of Seward --where every student, every day is a success -- affirms that all students will have the skills to become productive and contributing members of a global community. In cooperation with family and community members, the district is committed to the development of each student academically, emotionally, socially, and physically.

## Section 2 Mutual Respect

Seward High School expects every staff member and student to be treated with respect and dignity. A show of disrespect in words or actions by a student towards a staff member or insubordination on the part of the students will not be tolerated.;

## Section 3 Complaint Procedures

Good communication helps to resolve many misunderstandings and disagreements, and the board encourages patrons and school staff to discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, a complainant should follow the procedures set forth below:

1. The first step is for the complainant to speak directly to the person with whom he or she is dissatisfied, or to who is responsible for the practice or regulation with which he or she is dissatisfied. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher.
2. The second step is for the complainant to speak to the building principal, superintendent of schools, or president of the board of education, as set forth below.
  - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
  - b) Complaints about the operations of the school district or a building principal should be submitted to the superintendent of schools.
  - c) Complaints about the superintendent of schools should be submitted to the president of the board of education.
3. When a complainant submits a complaint to an administrator, the administrator shall:
  - a) Determine whether the complainant has discussed the matter with the staff member involved.
    - i) If the complainant has not, the administrator will urge the complainant to discuss the matter directly with that staff member.

- ii) If the complainant refuses to discuss the matter with the staff member, the administrator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Interview the complainant to determine:
    - i) All relevant details of the complaint;
    - ii) All witnesses and documents which the complainant believes support the complaint;
    - iii) The action or solution which the complainant seeks.
  - d) Respond to the complainant.
4. A complainant who is not satisfied with the building principal's decision regarding a complaint may appeal the decision to the superintendent.
- a) This appeal must be in writing.
  - b) The superintendent will investigate as he or she deems appropriate.
  - c) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision.
5. A complainant who is not satisfied with the superintendent's decision regarding a complaint may appeal the decision to the board.
- a) This appeal must be in writing.
  - b) The board may, but is not required to, receive statements from interested parties and witnesses relevant to the complaint appeal.
  - c) The board will notify the complainant in writing of its decision.
  - d) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall:
- a) Determine whether the complainant has discussed the matter with the superintendent.
    - i) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent.
    - ii) If the complainant refuses to discuss the matter with the superintendent, the board president may encourage the complainant to reduce his or her concerns to writing.
    - iii) The board president, in his or her sole discretion, may determine whether the complaint should be placed on a future board meeting agenda to be discussed by the entire board in executive session.

#### **Section 4      Surveys**

School personnel rarely administer surveys of students. In the event that an external survey is conducted, the Principal or designee shall notify parents/legal guardians of students to be surveyed; the nature of the survey, the date and time when the survey shall be administered, and the purposes or uses for the survey results. School officials shall honor any parental/legal guardian's request to have his/her student exempt from participation in the survey.

# School Day

## Section 1 Daily Schedule For High School

|            |                                         |
|------------|-----------------------------------------|
| 1st Period | 8:15 – 9:45 (8:15 – 8:59 & 9:01 – 9:45) |
| 2nd Period | 9:50 – 11:17                            |
| 3rd Period | 11:17 – 1:17 (4 Lunch Shifts)           |
| 4th Period | 1:22 – 2:49                             |
| 5th Period | 2:54 – 3:37                             |

## Section 2 Shortened Schedules For High School

### (2 Hour Late Start)

|            |                |
|------------|----------------|
| 1st Period | 10:15 – 11:25^ |
| 3rd Period | 11:29 – 12:59* |
| 2nd Period | 1:03 – 2:03    |
| 4th Period | 2:07 – 3:07    |
| 5th Period | 3:11 – 3:37    |

\*Lunch-3 shifts ^1A ends at 10:49

### (1:30 pm Dismissal)

|            |                |
|------------|----------------|
| 1st Period | 8:15 – 9:20^   |
| 2nd Period | 9:24 – 10:25   |
| 3rd Period | 10:29 – 11:59* |
| 4th Period | 12:03 – 1:02   |
| 5th Period | 1:06 – 1:30    |

\*Lunch-3 shifts ^1A ends at 8:49

### (11:30 am Dismissal)

|            |             |
|------------|-------------|
| 1st Period | 8:15-9:10^  |
| 2nd Period | 9:15-9:45   |
| 3rd Period | 9:50-10:20* |
| 4th Period | 10:25-10:55 |
| 5th Period | 11:00-11:30 |

\*No Lunch ^1A ends at 8:42

## Section 3 Severe Weather and School Cancellations

The superintendent of schools is authorized by the board of education to close public schools in case of severe weather. Representatives of the superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations.

### Decision to Close Schools

A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9pm for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed.** In some instances, schools will be open, but certain services (such as bus transportation and school activities) may be cancelled. Parents may also sign up to receive Bluejay Alerts via phone and email.

### After School Starts

Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be



given to parents. If school is closed during the day, the notice will be broadcast by the media and **parents should have a plan in place to accommodate these circumstances.**

#### Parental Decisions

**Parents may decide to keep their children at home in inclement weather because of personal circumstances.** Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather at any time during the school day.

#### What Not To Do

Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather. Every effort will be made to provide accurate and timely information through the media.

#### Emergency Conditions

Seward Public Schools has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year.

In a crisis situation, personnel in charge of the building will determine the appropriate level of lockdown if a lockdown is necessary. **In certain situations, parents may not be allowed to enter the building and/or pick up their children.**

### **Section 4      Closed Campus**

All students are required to remain on campus and in the building during the school day, including lunch. Exceptions are made for students attending college classes or leaving for work experience.

### **Section 5      Identification Cards**

Identification cards will be issued at the beginning of each school year. All students will be required to carry identification cards on their person during the school day and at all school activities. Students must be able to produce them upon the request of a school official. A five dollar (\$5.00) fee will be charged for lost or stolen ID cards.

# Use of Building and Grounds

## Section 1 Entering and Leaving the Building

*Beginning of School:* Students should not be on school grounds prior to 7:00 am. Students are to stay in the building lobbies or hallways and are not to go into the media center or classrooms without permission.

*During the School Day:* Students are to remain on campus unless excused in accordance with school policies. Upon returning to school during the day, students are to report to the school office.

*End of School:* Our regular school day ends at 3:37 pm. Make-up work, special help, assignment after school, club meetings, and other school activities begin immediately after school. It is important that students who are involved in any of these activities report to the designated area on time. All other students should leave the building as soon as possible.

## Section 2 Visitors

Parents/Guardians will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities. (Board Policy 5018)

- a. Parents/guardians are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental/guardian observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, in the sole discretion of the building principal.
- b. Parents/guardians may contact the building principal to request permission to attend counseling sessions in which their child is involved.

All visitors must report to the office upon entering the school to sign in and to receive a visitor's pass. Various limitations apply such as length of stay, days allowed and access to the classrooms. All visitors must sign out in the office upon exiting the school. Visitations during the first week of school and the last week of school will require extraordinary reasons or permission from administrators.

Students may request to bring an "outside date or guest" to a school activity such as a dance. However, the administration has the final authority to approve or deny any such request for any reason. Forms are available in the office.

### **Section 3 Smoke/Electronic Nicotine Delivery Systems or Products-Free Building**

The use of tobacco/**electronic nicotine delivery systems or products** is prohibited in all school buildings and all school vehicles. Smoking/**electronic nicotine delivery systems or products** shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings.

### **Section 4 Care of School Property**

Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. School-issued items that are stolen or damaged are the responsibility of the student to whom they are issued. Students must pay all fines before they can receive school publications such as transcripts and report cards.

Students, who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

### **Section 5 Lockers and Backpacks**

Students should not share a locker with other students since they are responsible for the contents and cleanliness of their locker. Students may be assessed a fine for damage to lockers. Book bags and/or gym bags may be brought into the building, but are prohibited in classrooms. Book bags, backpacks, gym bags, purses, etc. are to be kept in a student's assigned locker. Students are not to leave their books/bookbags/backpacks/gym bags in the hallway or in the office. School officials may inspect lockers/bags without any particular suspicion or reasonable cause. Students must use school issued padlocks unless stated otherwise in an IEP or 504 plan.

### **Section 6 Use of Surveillance and Searches**

The board of education has authorized the use of video cameras on school district property to ensure the health, welfare and safety of all staff, students, and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent.

Notice is hereby given that video surveillance may occur on district property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

The school owns and exercises exclusive control over the student lockers, desks, computer equipment and other such school property. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches (including the use of a police dog) of lockers, desks, computers and other such property may be conducted at the discretion of the administration.

The following rules shall apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search must be conducted in a reasonable manner under the circumstances.
2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon shall be confiscated and delivered to law enforcement officials as soon as possible.
3. Items that have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items") may be removed from student possession.

## **Section 7 Use of Telephone**

Use of the office phone will be allowed in an emergency or when a student is ill. It may be allowed in other circumstances at the discretion of the office staff. However, the office phone is NOT to be used during class time and use of the phone is not an excuse to be tardy.

## **Section 8 Bicycles**

Bicycles must be parked in the racks provided and shall be equipped with locks. The school is not responsible for damage or theft of parts while bicycles are on school property.

## **Section 9 Vehicles**

Vehicles must be parked in designated areas. Vehicle related violations may result in loss of privilege of driving or parking on school property. Students are required to register their vehicles in the High School Office.

## **Section 10 Student Valuables**

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary safe-keeping. Even then, the school is

not in a position to guarantee that the student's property will not be subject to loss, theft or damage.

### **Section 11 Lost and Found**

Students who find lost articles are asked to take them to the office so the owner can claim the articles. If articles are lost at school, report that loss to office personnel.

### **Section 12 Accidents**

Every accident in the school building, on the school grounds, at practice sessions or at any athletic event sponsored by the school must be reported immediately to a school administrator.

### **Section 13 Laboratory Safety Glasses and Safety Equipment**

As required by law, approved safety glasses and safety equipment will be required of every student, teacher and visitor while participating in or observing vocational, technical, industrial technology, science and art classes when the risk of potential injury is present.

### **Section 14 Insurance**

Under Nebraska law, the district may not use school funds to provide general student accident or athletic insurance. The district encourages all student participants in athletic programs to have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The district does not make recommendations, nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office.

### **Section 15 Bulletins and Announcements**

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the principal's office. Posters are not to be attached to any painted wall surfaces. Posters/Signs only can be posted on hallway bulletin boards. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

### **Section 16 Copyright and Fair Use Policy**

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing coursework, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The “fair use” doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the “fair use” of a copyrighted work, including reproduction “for purposes such as criticism, news, reporting, teaching (including multiple copies for classroom use), scholarship or research” is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted “fair use,” rather than an infringement of the copyright:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes
2. The nature of the copyrighted work
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole.
4. The effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is “fair.” Students should seek assistance from a faculty member if there questions regarding what may be copied.

# Attendance and Participation

## Section 1 Attendance Policy

Regular and punctual student attendance is required by school board policy 5001 and state law. The administration is responsible for developing further attendance requirements and regulations consistent with board policy. Students must be enrolled on a full-time basis. Exceptions are permitted only per board policy and state law.

## Section 2 Attendance and Absences

### Required Attendance

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to regularly attend a public or private school unless the child has graduated from high school or has been disenrolled by the child's parent or guardian.

### Mandatory Attendance Age

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned 18 years of age are of mandatory attendance age.

### Exceptions for 16-17 Year Old Students

This policy does not apply to students who have reached age 16 but not yet turned 18 when (1) the services or earnings of a child are necessary for his or her own support or the support of those actually dependent upon him or her; or (2) when illness makes attendance impossible or impracticable.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this policy.

### Discontinuing enrollment

The board will allow any person with legal or actual charge or control of a child who is younger than seven years of age or who is at least 16 years of age to disenroll the child only as permitted by state law. The person seeking to discontinue the child's enrollment shall submit a signed affidavit to the superintendent using the forms provided by the district, and will complete all required disenrollment processes required by board policy, this handbook, and state law.

### Attendance Officer

The superintendent is designated as the attendance officer for the district. The superintendent, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law and board policy relating to compulsory attendance. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

### Attendance/Absences

**Excused Absences:** Absences must be cleared through the principal's office in advance whenever possible. An absence or tardy, even by parent approval, may not be excused unless it is specifically excused by board policy. **Please call the High School Office at 402-643-2988 before 9:00 am to report a student absence.** Below are the only absences which can be excused, unless otherwise permitted by board policy, this handbook, or state law:

1. Physical or mental illness of the student (a physician's verification is required after four (4) consecutive days of absence for illness)
2. Severe weather
3. Medical appointments for the student
4. Death or serious illness of the student's family member
5. Attending a funeral, wedding or graduation
6. Appearance at court or for other legal matters
7. Observance of religious holidays of the student's own faith
8. College planning visits
9. Personal or family vacations

For excused absences, two school days will be allowed to make up the work for each day missed with a maximum of ten (10) days allowed to make up work. Students who will be absent for a school activity must make arrangements with their teachers prior to the absence. If requested, assignments will be prepared for students who are ill. If parents and /or students request assignments, the school should be contacted by no later than 9 a.m. A student will be considered absent until a parent/guardian contacts the school. After two days with no parent or guardian contact, the absence will be considered unexcused even if the absence would otherwise be excused.

The Principal has the discretion to deny approval for Personal/Family vacations depending on circumstances such as the student's number of other absences, the student's academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip. Students will be expected to notify teachers in advance, collect work and be complete upon return. As a general rule, students will NOT be excused for family trips within the last five (5) school days of a term.



If a student is absent, a parent or guardian must call the Seward High School office that day with the reason for the absence. The call must be made each day a student is absent, unless other arrangements have been made, such as pre-arranged absences or an extended period of absence for the same cause.

**Unexcused Absences:** An absence, which is not excused, is unexcused. Parents are required to call school regarding a student's absence by 9:00 a.m., providing the reason for the absence. Failure to provide a reason for the absence will result in that absence being counted as unexcused, which may result in the student being considered truant as per state law ( UNeb. Rev. Stat.U 79-201). It is expected that parents will model honest behavior for their children. Students who are called in for typically excused reasons, but who are found by the principal or other school official not to be in accord with the expectations of that excuse will be counted as an unexcused absence, regardless of the parents' stated reason. If a student's absence is unexcused, the student may receive zeros for any class work missed during the absence and may be required to make-up work and the time missed.

***As required by law, excessive absences will be turned over to the Seward County Attorney's office. Excessive absences include all excused and unexcused absences consistent with board policy.***

#### **Excessive Absences: Notification and Collaborative Plan Process**

Excessive absenteeism refers to any student that is absent 5 days or more per term. Such absences shall be determined on a per class basis. SHS may use excused and unexcused absences to calculate this total. The following procedures will act as a guide for Seward High School to address excessive absenteeism.

1. Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of the student.
2. One or more meetings between the school (school administrator/designee, and/or school counselor and/or social worker), the student, the student's parent/guardian when appropriate to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan/attendance contract to reduce barriers identified to improve regular attendance. The plan/contract shall consider, but not limited to:
  - A. Illness related to physical or behavioral health of the child
  - B. Educational counseling
  - C. Educational evaluation
  - D. Referral to community agencies for economic services
  - E. Family or individual counseling
  - F. Assisting the family in working with other community services.
3. If the parent/guardian refuses to participate or attend such a meeting the principal shall place documentation of such refusal in the student's attendance records.
4. Reporting Excessive Absenteeism to the County Attorney - The School may report to the county attorney of the county in which the person resides when the school efforts to address excessive absences, the collaborative plan/contract to reduce barriers identified

to improve regular attendance have not been successful, and the student has accumulated more than twenty (20) absences per year. The school will notify the student's family in writing prior to referring the child to the county attorney.

### **Credit Loss due to Absenteeism**

Unless otherwise arranged and approved in advance, after three days of absence during a term, a warning letter will be sent which will detail the attendance policy and ask that parents notify the office of any discrepancies and provide any necessary absence documentation. When a student has exceeded 5 (Excused/Unexcused) absences during any Term, a letter will be sent home informing the student and his/her parents/guardians of the possible revocation of academic credits and possible need to provide documentation and/or setup an attendance hearing at the end of the term. This letter may coincide with a student conference and/or follow up phone call and/or meeting with the student and/or parents, in addition to any of the aforementioned interventions. The following terms and processes govern credit loss due to absenteeism:

- A. Absences related to school activities, suspensions, court appearances, medical/legal documented appointments/absences, bad roads, two (2) college visits, school suspensions, Seward state activity contests with (pre-arranged absence form completed in advance with administrative approval) and any other reason contained in board policy are excluded from a student's absence total when considering revoking class credits.
- B. At the end of the term, students that have exceeded five (5) or more Excused/Unexcused absences during the term will be sent a letter regarding the revocation of academic credits and procedures to request an attendance review and present documentation or information to support their contention that the individual situation deserves special consideration and that credit should not be lost. Failure to request a review within five (5) days will result in the student being denied credit in the designated classes.
- C. An attendance committee will review the circumstances during the review and determine whether or not to grant credit. Extraordinary or unusual circumstances, which may have caused a student to have an absence, may be presented to the committee, which may allow the student to earn credit despite his or her absences. The committee may consider such factors as: whether the reasons are contrary to the spirit of this policy; whether the student is failing in any class; whether the student has been a disruptive, undisciplined student, whether the student has repeatedly failed to comply with school rules and regulations; and /or other similar factors deemed appropriate by the committee. After the fourth term, the assistant principal/principal and counselors will make decisions in regards to excessive absences due to teachers having fulfilled their regular teaching contract days.

### **Section 3 Explanation of Attendance Types/Reasons/Codes**

| <b>Absence Type</b>                                                                                                                                      | <b>Absence Reason</b>                                                                                                                                                                                                                                                                      | <b>PowerSchool Code</b>                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| <b>EXEMPT – Do not count toward maximum allowable absences</b>                                                                                           | School Activity<br>Late Bus<br>Office/Counselor/Nurse<br>Weather<br>Withdrawn<br>In School Suspension<br>Long Term Suspension<br>Out of School Suspension<br>State Tournament                                                                                                              | SAC<br>BUS<br>OFF<br>WTHR<br>WDR<br>ISS<br>LT SUSP<br>SUP<br>STT                                                       |
| <b>DOCUMENTED – Do not count toward maximum allowable 5 day per term limit, but will be included in County Attorney Report (20 days per school year)</b> | College Visit<br>Court/Probation<br>Doctor/Dentist/Orthodontist<br>Death/Funeral<br>Driver's Test<br>Hospital<br>Immunization Not Current<br>Job Shadow (2 day limit)                                                                                                                      | COL<br>CRT<br>DOC (Written Doc. Req.)<br>DTH<br>DMV<br>HSP<br>IMM<br>JOB SDW                                           |
| <b>EXCUSED/UNEXCUSED -- Will count toward Maximum allowable days missed AND be included in County Attorney Report (20 days per school year)</b>          | Appointments<br>Absent<br>Absent (unexcused by parent)<br>Car Problem/Accident<br>District Tournament<br>Illness<br>Injury<br>Overslept<br>Personal/Family<br>No Ride/Missed Bus<br>Runaway<br>State Fair<br>Truant<br>Unaccounted For<br>EXCUSED Tardy--w/ parent call<br>UNEXCUSED Tardy | APPT<br>ABST<br>ABST UEX<br>CAR<br>DST<br>ILL<br>INJRY<br>OVS<br>PER<br>RDE<br>RUN<br>STF<br>TRU<br>UNC<br>TARC<br>TAR |

## **Section 4 Tardiness**

Punctuality is a good work habit! Being tardy is defined as arriving to class after the tardy bell has rung. A student detained by a teacher, a counselor, or administrator must bring verification. This verification will excuse the tardy.

1. When a student is tardy to class he/she will be required to serve a fifteen (15) minute detention after school that day. All teachers will adhere to this policy with no exceptions made for students who need to go to work, athletics, appointments, etc. Bus students will be required to attend the next morning
2. Tardies will count in the overall attendance policy.
3. Every three (3) tardies will be counted as a day's absence, which will be included in the five-day attendance limit.

## **Section 5 Leaving School**

Students who must leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. Students who leave without permission and without signing out in the proper manner will be considered truant.

## **Section 6 Attendance is Required to Participate in Activities (Board Policy 6014)**

**Students must attend school all day the day of any scheduled school activity in order to participate in the activity.** This includes sports contests, practices and dances. Failure to attend on that day will result in a student being withheld from participation in the activity. The principal retains the right to grant participation should extenuating circumstances, such as doctor/dentist appointments and funerals prevail. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will be going home ill and then returning to play in the contest later that day.

**If SHS qualifies for state in an activity, students who want to attend and support SHS will need to get a form from the office and get approval from their teachers, parents, and administrators ahead of time.** The administration will determine the amount of time that will be excused based on when SHS competes. **Failure to complete the form will result in an unexcused absence and no participation in extracurricular activities.** Students that complete the form will be granted an excused absence and allowed to participate in extracurricular activities for the day.

## **Section 7 P.E. and Sports Participation**

If a student is injured in P.E. or sports practice, he or she needs to alert the teacher or coach so the staff member can complete an accident report.

If a student receives a note from medical personnel indicating they are injured, the student may not participate in P.E. or sports until they receive medical clearance. The school district will need a copy of the release prior to the student returning to P.E. or sports practice.

If a student has a minor injury that does not require medical attention, a parent may excuse their child from P.E. or sports practice for a maximum of two (2) days. The school district will need a note from the parent or the child will be expected to participate.

## **Section 8 Make-up Work**

Written make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not complete, students will receive no credit for the work required. The time each student is allowed to complete the make-up work is two (2) days for each day missed. However, the time may be extended by mutual agreement between the student and teacher.

**Students who will be absent for a school activity should make arrangements with their teachers prior to the absence.** The student has the responsibility to contact teachers, initially, regarding make-up assignments. Assignments will be sent for extended absences such as hospitalization or prolonged illnesses.

## **Section 9 Transferring from Seward High School:**

If a student should find it necessary to withdraw from school, it is very important that he/she secure a checkout form from the principal's office and have it signed by all of his/her teachers and parent/guardian. The slip is to be returned to the office after all individuals have signed it. Failure to check out of school in this manner will cause records to remain incomplete, making it impossible to send credits to another school

## **Section 10 Withdrawal from School:**

A person who has legal or actual charge or control of a child who is at least sixteen years of age but less than eighteen years of age may withdraw such child from school before graduation must have an exit interview with the superintendent's designee. Any withdrawal form signed by the person making the written request shall be valid only if the child signs the form unless the withdrawal is being requested due to an illness of the child making attendance impossible. The superintendent's designee signs the form that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the superintendent's designee the person making the written request does in fact have legal guardianship and the child is experiencing either financial hardship requiring the child to be employed to support the child's family or one or more dependents of the child or an illness making attendance impossible or impracticable. (Nebraska law LB -996)

# Scholastic Achievement

## Section 1 Grading System

Seward High School will use the letter grading system as follows:

### Letter Grade Percentage

| <u>Grade Earned</u> | <u>Non-Weighted</u> | <u>Weighted</u> | <u>Percentage Ranges</u> |
|---------------------|---------------------|-----------------|--------------------------|
| A+                  | 4.0                 | 5.0             | 98-100                   |
| A                   | 4.0                 | 5.0             | 95-97                    |
| A-                  | 3.667               | 4.667           | 93-94                    |
| B+                  | 3.333               | 4.333           | 91-92                    |
| B                   | 3.0                 | 4.0             | 88-90                    |
| B-                  | 2.667               | 3.667           | 86-87                    |
| C+                  | 2.333               | 3.333           | 84-85                    |
| C                   | 2.0                 | 3.0             | 80-83                    |
| C-                  | 1.667               | 2.667           | 78-79                    |
| D+                  | 1.333               | 2.333           | 76-77                    |
| D                   | 1.0                 | 2.0             | 72-75                    |
| D-                  | .667                | 1.667           | 70-71                    |
| F                   | 0                   | 0               | 0-69                     |

Each teacher should define for students the grading procedures to be used in their classes.

## Section 2 Graduation Requirements

The district shall conduct a commencement ceremony for members of the senior class at the end of the school year. Participation in the ceremony is a privilege, not a right, and the superintendent or his/her designee may prohibit students who have violated conduct rules from participating in the ceremony as a consequence for the misconduct.

Only those students who have completed all graduation requirements (i.e., completed the required coursework or achieved the goals set in the student's individual education plan) will be allowed to participate in commencement exercises.

Students who graduate from the School District of Seward must accumulate 235 hours. The total graduation requirements must include the following core curriculum:

Language Arts -- 40 hours

Speech - 5 hours

Mathematics - 30 hours

Social Science - 35 hours

Science - 30 hours  
Personal Finance - 5 hours  
Physical Education & Health - 15 hours  
Technology - 5 hours  
Vocational - 5 hours  
Fine Arts or Foreign Language - 5 hours  
Electives - 60 hours  
Volunteer Service - 30 clock hours (see below)

The student handbook and registration book will list the core classes and the elective classes that are available and/or required.

### **Community Service**

At Seward High School, we believe each student should aspire toward personal excellence and responsible citizenship with community and family support. We believe that together families, schools, and community can prepare students to develop life skills and achieve academic success. Students will be encouraged to complete at least 5 hours of community service each calendar year (August 1 - July 31) and required (per Board Policy 6006) to complete 30 hours of community service as a graduation requirement (August 1 of freshman year - December 15 of senior year). Students will utilize the MobileServe system to record and track their hours, which will be verified and approved by administration. The majority of hours must be served in Seward County communities. Hours to be served outside of Seward County must be pre-approved by administration. This system to enhance student learning will connect community and school to support the development of servant leaders.

### **Early Graduation Plan (Board Policy 6006)**

The School District of Seward supports the concept of early completion as a means of accelerating students toward the achievement of lifetime plans. The following guidelines have been established for students to be eligible for early completion:

1. Students must meet all completion requirements established by the Board of Education in order to be eligible for early graduation as well as the credit hour requirements in each specific subject matter area.
2. A student who decides to opt for early graduation or completion is not eligible to participate in school sponsored activities following the last day he/she attends classes. The effective date for participation will end with the last day that the student is enrolled in classes. The only school activities that the applicant (non-alternative school) is eligible for will be the regularly scheduled graduation ceremony and the jr/sr prom.
3. This policy shall be evaluated annually by the high school principal and appropriate revisions shall be recommended to the Board for its consideration.

### **Senior Recognition**

The school district will recognize the outstanding academic achievement of its graduating

seniors in the following manner:

- Summa Cum Laude – A graduating senior with a cumulative G.P.A. of 4.0 or greater
- Magna Cum Laude – A graduating senior with a cumulative G.P.A. between 3.833 – 3.999
- Cum Laude – A graduating senior with a cumulative G.P.A. between 3.667 – 3.832

G.P.A. will be calculated on numeric basis using a four-point scale. The formula to do so is as follows:

Mark points earned in a course multiplied by the number of potential credits towards graduation assigned to that particular course. The sum of this calculation for each course is then added up with all other courses attempted for that term (for honor roll purposes) or cumulative for overall GPA and is then divided by the total number of academic credits attempted for that term or cumulatively in order to calculate overall high school GPA.

The conversion table that will be used to associate classroom percentage grade performance with a particular letter grade and mark point value has been provided below.

| <u>Grade Earned</u> | <u>Non-Weighted</u> | <u>Weighted</u> | <u>Percentage Ranges</u> |
|---------------------|---------------------|-----------------|--------------------------|
| A+                  | 4.0                 | 5.0             | 98-100                   |
| A                   | 4.0                 | 5.0             | 95-97                    |
| A-                  | 3.667               | 4.667           | 93-94                    |
| B+                  | 3.333               | 4.333           | 91-92                    |
| B                   | 3.0                 | 4.0             | 88-90                    |
| B-                  | 2.667               | 3.667           | 86-87                    |
| C+                  | 2.333               | 3.333           | 84-85                    |
| C                   | 2.0                 | 3.0             | 80-83                    |
| C-                  | 1.667               | 2.667           | 78-79                    |
| D+                  | 1.333               | 2.333           | 76-77                    |
| D                   | 1.0                 | 2.0             | 72-75                    |
| D-                  | .667                | 1.667           | 70-71                    |
| F                   | 0                   | 0               | 0-69                     |

The following Advanced Placement (A.P.) courses will be classified as weighted.

|                                    |                       |
|------------------------------------|-----------------------|
| A.P. Calculus                      | A.P. Computer Science |
| A.P. Environmental Science         | A.P. Statistics       |
| A.P. U.S. History (Pre and Post)   | A.P. Biology          |
| A.P. Human Geography               | A.P. European History |
| Other A.P. offerings may be added. |                       |

The following courses will be excluded in the calculation of high school GPA:



- Courses completed by home-schooled students
- Correspondence courses completed at a non-accredited high school
- Non-credit earning courses
- “Pass” courses
- Aide assignments
- College classes that do not earn high school credit

### **Transfer Students**

In an effort to provide all students with an equitable GPA calculation, the records of transfer students will be evaluated individually with each course grade being assigned the weight of its closest counterpart in the Seward High School registration guidebook. The goal of this process is to ensure equity and fairness so that those transferring to Seward High School are given neither an advantage or disadvantage in the calculation of GPA.

### **Selection of Graduation Speakers**

Students interested in representing their graduating class as speakers at graduation shall apply at the designated time during the second semester of their senior year. The application process will require a short written application along with a speaking trial. A faculty committee of three-to-five staff members appointed by the principal on an annual basis will select the graduation speakers based upon pre-selected criteria that consider both the content of the speech and the delivery. No faculty member with a conflict of interest will be selected to serve on the committee.

## **Section 3 Grade Placement**

Subject to a determination on grade placement based on the criteria set forth below, a student transferring from an accredited school will generally be placed at the grade level that is comparable to the placement in the school from which the student is transferring. Temporary placement may be made until a student’s records are received to verify the placement.

The appropriate level of placement for secondary students may be determined by, but not limited to, consideration of the following information:

- Chronological age
- Previous public school or private school experience
- Standardized achievement test data
- Criterion referenced test data
- Final examination test data
- Diagnostic test data

A student transferring into the school district in grades 9-12 will be responsible for meeting all graduation requirements to earn a high school diploma. Credits earned in grades 9-12 at an accredited school will be counted toward high school graduation requirements. Credits from a

home school and/or a non-accredited school will not be counted toward high school graduation requirements.

The district administration, in conjunction with the building principal, will determine the appropriate grade level/credit status of a student transferring from a foreign country.

#### **Section 4 Schedule Changes**

Students needing schedule changes should notify their school counselor. The school counselor and all teachers involved must agree to all schedule changes. Due to the efforts in how we build the master schedule based upon student requests to maximize our staffing, schedule changes will be very limited. Students who drop a class or are removed per behavior after the first week of term will be given an Withdrawal/F on their transcript for the course. The principal reserves the right to make the final decision on all schedule changes and dropped course transcript grades.

#### **Section 5 Report Cards**

Report cards are issued at the end of each term. Percent grades are used to designate a student's progress. Incompletes shall be designated by an "I" for the term. Students have one (1) week after the end of the term to make up incomplete work if given an "I" for the term. Failure to do so may cause the grade to change to an "F" or "NC" (no credit). No incompletes will be given at the end of the fourth term, as all course work must be completed by the end of the fourth term.

#### **Section 6 Parent-Teacher Conferences**

Parent-Teacher conferences will be held once each term. Refer to the school calendar for the schedule. Conferences with teachers, at any other time, are possible by contacting the school office and making arrangements with one or more teachers, as needed.

#### **Section 7 Honor Roll**

The purpose of the Honor Roll is to recognize those students who demonstrate academic excellence. The merit roll will be determined for 1st, 2nd, 3rd and 4th terms. Students will be recognized if they meet the following criteria:

1. Minimum G.P.A. of a 3.5 for the grading period (high school classes only).
2. No "C's" or below in any class.
3. No "N's" or "U's" on student citizenship. Citizenship grades will be determined based on the preparation, respect, integrity, dedication, effort scale.
4. Enrolled in a minimum of 10 high school credit hours for the grading period.

Honor Roll lists are published in the *Seward County Independent* each term.

## **Section 8 National Honor Society**

The National Honor Society chapter of Seward High School is a duly chartered and affiliated chapter of this prestigious national organization.

### *Admission to the National Honor Society*

Membership is open to those students who meet the required standards in four (4) areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a five (5) member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each semester.

Students in the 10th, 11th, or 12th grades are eligible for membership. For the scholarship criterion, a student must have a cumulative grade point average of 3.5 or better on a 4.0 scale. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is required.

To evaluate a candidate's character, the faculty council uses two forms of input: first, school disciplinary records are reviewed; second, members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, and leadership. These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the council is necessary for selection. The chapter adviser is a non-voting member of the Faculty Council. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance in all four criteria (or better) that led to their selection. This obligation includes regular attendance at chapter meetings when and as scheduled and participation in the chapter service projects(s).

Students or parents who have questions regarding the selection process or membership obligations can contact the chapter adviser, Mr. Chris Oerman.

### *Removal from National Honor Society*

A student may be removed from the NHS by action of the Principal upon a determination by the Principal that the student:

1. Prior Conduct. Engaged in conduct prior to induction which was not known at the time of induction and which, if known, would have caused denial of induction;

2. Post-Induction Conduct. Engaged in conduct after induction which is grounds for a student to be long-term suspended or expelled from school under the student code of conduct; which is grounds for suspension or removal from any extracurricular activity of the school, or which would cause denial of induction if such conduct had taken place prior to the time of induction.

The student may appeal the Principal's decision to the Superintendent by giving written notice of appeal to the Superintendent within ten calendar days of receipt of the Principal's removal decision. The appeal procedures shall be established at the discretion of the Superintendent such as to allow a fair opportunity for the student's views and information to be considered. The decision of the Superintendent on the appeal shall be final.

The National Honor Society chapter of Seward High School is a duly chartered and affiliated chapter of the prestigious national organization.

## **Section 10 Academic Integrity**

### **A. Policy Statement**

Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

### **B. Definitions**

The following definitions provide a guide to the standards of academic integrity:

1. "Cheating" means intentionally to misrepresent the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:
  - (a) Tests (includes tests, quizzes and other examinations or academic performances)
    - (1) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
    - (2) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formula in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a

student engages in cheating if the student looks at personal notes or the textbook during the test.

(3) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.

(4) Use of Other Students to Take Tests. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.

(5) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

(b) Papers (includes papers, essays, lab projects, and other similar academic work):

(1) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

(2) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

(3) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

(4) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(5) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

(c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

"Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works.

Plagiarism includes, but is not limited to:

(1) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

(2) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

(3) "Contributing" to academic integrity violations means to participate or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

### C. Sanctions

The following sanctions will occur for academic integrity offenses:

1. Academic Sanction. The instructor will refuse to accept the student's work in which the cheating or plagiarism took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work. Credit for the class may be withheld pending successful completion of the replacement test or project.
2. Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
3. Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in a serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

## Section 11 Transcripts

Students requesting transcripts must provide the office with a 24-hour notice. Students are responsible for making sure they have the necessary courses and credits to meet graduation requirements and college entrance requirements.

# Support Services

## Section 1 Special Education Services

Special education means specially designed instruction and related services adapted as appropriate to the needs of an eligible student with a disability. Special education is provided at no cost to the parent to meet the unique needs of a child with a disability.

### Students Who May Benefit

A student verified as having autism, behavior disorders, deaf-blindness, developmental delay, hearing impairments, mental handicaps, multiple disabilities, orthopedic impairments, other health impairments, specific learning disabilities, speech-language impairments, traumatic brain injury or visual impairments, who because of these impairments need special education and related services.

### How are Students With Disabilities Identified?

Referrals are made by teachers or parents to a Student Assistance Team. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation is completed. An evaluation is conducted to assist in the determination of whether a student has a disability and the nature and extent of the special education and related services the student needs. The evaluation is conducted only with written consent of a parent or guardian. A multidisciplinary evaluation team (MDT) will then meet to determine whether the student is eligible for special education.

### Independent Evaluation

If a parent disagrees with an evaluation completed by the school district, the parent has a right to request an independent educational evaluation at public expense. Parents should direct inquiries to school officials to determine if the school district will arrange for further evaluation at public expense. If school district officials feel the original evaluation was appropriate and the parents disagree, a due process hearing may be initiated. If it is determined that the original evaluation was appropriate, parents still have the right to an independent educational evaluation at their own expense.

### Reevaluation

Students identified for special education will be reevaluated at least every three (3) years by the IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, are needed. The school district will obtain parental consent prior to conducting any reevaluation of a student with a disability.

### Individual Education Program (IEP)

Upon a student being verified as having a disability, a conference will be held with parents. At the conference, an Individualized Education Program (IEP) will be developed specifying programs and services which will be provided by the schools. Parent consent will be obtained prior to a student being placed for the first time in a program providing special education and related services or early intervention services to infant and toddlers. Once in place, the IEP is reviewed on an annual basis, or more frequently as needed. Parents are given a copy of the IEP.

### Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). To the maximum extent appropriate, students with disabilities are educated with students who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. Determination of a student's educational placement will be made by the IEP team.

Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

### More Information

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 (special education appeal procedures) may contact the Superintendent. A notice of parental rights, Rules 51 and 55 and more information about special education are also available at the Nebraska Department of Education's website: <http://www.nde.state.ne.us/SPED/sped.html>.

## **Section 2      Students with Disabilities: Section 504**

Accommodations and related services are made available to students with disabilities under Section 504 of the Rehabilitation Act of 1973. Under Section 504, parents have the following rights:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of your child's disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child receive services and be educated in facilities which are comparable to those provided to students without disabilities.
6. Have your child receive an individualized evaluation and receive special education and related services if your child is found eligible under Section 504.
7. Have evaluation, eligibility, educational and placement decisions made based on a variety of information sources and by persons who know your child and who are knowledgeable about the evaluation data and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school district.
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the school district.



10. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement. Obtain copies of educational records at a reasonable cost on the same terms as records are provided students without a disability unless the fee would effectively deny you access to the records.
11. Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records.
12. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request, it shall notify you within a reasonable time, and advise you of the right to a hearing.
13. File a local grievance in accordance with school policy.
14. Request an impartial hearing related to decisions regarding your child's identification, eligibility, and educational program or placement with opportunity for participation by the person's parents or guardian and representation by counsel, and a review procedure. This is provided in the local grievance procedure.

### **Section 3     Guidance Services**

Seward Public Schools employs counselor(s) for the purpose of assisting with the District's testing program, to assist with scheduling and for students to discuss problems and resolve conflicts. If you wish to see a counselor, stop by a counselor's office and make arrangements for an appointment.

### **Section 4     Health Services**

#### Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice (see "Guidelines for Head Lice" below), or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves.

Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health-related information you feel is important for your student's success in the classroom and/or safety at school.

#### Guidelines for Administering Medication

Whenever possible your child should be provided medications by you outside of school hours. In the event it is necessary that your child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school health office. If your child has asthma or diabetes and is capable of self-managing his or her health condition, contact the health office to develop a self-management plan.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school. Prescription medications that are to be given for a period longer than two weeks need to have a written prescription from the prescribing doctor on file in

the nurse's office (e.g. inhalers, ADHD meds given at school, etc).

### School Health Screening

Children in Preschool and Kindergarten through third grade, as well as children in sixth and ninth grades are screened for vision, hearing, dental defects, height and weight.

Among the health services provided for students by the Seward School District are screening tests for vision, dental, and hearing. Hearing tests are given to students in tenth grade, and to new students and those who have had previous hearing losses. Vision screening (distance) is done each year. Dental screenings are completed each year in tenth grade except for those students who have evidence of having been seen by a dentist within the preceding six (6) months. Weight/height status along with a body mass index percentile is done in tenth grade. Students entering the SCIP process at any grade level, and those about whom health concerns are identified to the school nurse, may also be screened. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school health office at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

These screenings are for the purpose of detecting major dental, vision, and hearing problems, which are apparent and are not intended to substitute for a thorough doctor examination. Parents/guardians are notified if the screenings indicate the potential for any type of problem. School personnel do not diagnose health problems. If health problems are detected, parents/guardians are then encouraged to consult their family medical specialist, but the schools cannot assume the cost of the medical specialist's.

See the chart below for the most recent school immunization rules and regulations provided by the Nebraska Department of Health and Human Services.

## Summary of the School Immunization Rules and Regulations

| Student Age Group                                                                                                  | Required Vaccines                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider                    | 4 doses of DTaP, DTP, or DT vaccine<br>3 doses of Polio vaccine<br>3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age<br>3 doses of pediatric Hepatitis B vaccine<br>1 dose of MMR or MMRV given on or after 12 months of age<br>1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.<br>4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age                                                                                  |
| Students entering school (Kindergarten or 1 <sup>st</sup> Grade depending on the school district's entering grade) | 3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4 <sup>th</sup> birthday<br>3 doses of Polio vaccine<br>3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age<br>2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month<br>2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots. |
| Students entering 7 <sup>th</sup> grade                                                                            | Must be current with the above vaccinations<br>AND receive<br>1 dose of Tdap (contain Pertussis booster)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Students transferring from outside the state at any grade                                                          | Must be immunized appropriately according to the grade entered.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. . For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet: [http://dhs.ne.gov/Pages/reg\\_1173.aspx](http://dhs.ne.gov/Pages/reg_1173.aspx) (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)  
 Updated 01/26/2018

### Physical and Visual Examination

Evidence of a physical examination and a visual evaluation is required in the case of transfer from out of state, to any other grade. The physical examination is to be completed by a physician, a physician's assistant, or an advanced practice registered nurse; the visual evaluation is to be completed by any of the forgoing or an optometrist. A parent or guardian who objects to the physical examination and/or visual evaluation may submit a written statement of refusal for his or her child. Waiver forms are available in the school health office. Additional physical examination requirements exist for students participating in athletic participation.

### Immunizations

Students must show proof of immunization. A student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must complete a waiver statement or affidavit. Forms are available in school health offices.

Unimmunized students may be excluded from school in the event of a disease outbreak.

### Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time. You may obtain a certified copy from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

#### Guidelines for Head Lice

The following guidelines are in place to: better control a nuisance condition; reduce absenteeism due to head lice; and involve parents as partners with the school in control efforts:

1. Children will be sent home from school for live head lice. In the event a child has two (2) cases of live lice in a semester, the child will be sent home until free of both live lice and nits (eggs).
2. Health office staff will provide written treatment information and instructions, including how to check and identify head lice\*.
3. A child who is sent home from school for head lice should miss no more than two (2) school days.
4. A child who has been sent from school due to head lice must come to the health office for inspection before returning to class.
5. A child who returns to class with nits (eggs) will be checked again in 7-10 days.
6. Families are encouraged to report head lice to the school health office.
7. Classroom-wide or school-wide head checks will be conducted as needed in order to control the condition at school.

\*Nit removal will be emphasized for effective management of the condition. For more information call the nurse at your child's school.

## **Section 5     Transportation Services**

Transportation to and from school is provided to students in accordance with law and Board policy. Students may also be provided transportation on field trips and when participating in school activities. Students are expected to follow the behavioral expectations for riding school buses.

### **Behavior on School Buses**

**General Conduct Rules Apply:** While riding school buses you are expected to follow the same student conduct rules which apply when you are on school property or attending school activities,

functions or events. There are also special conduct rules for riding school buses. These rules also apply to riding other school vehicles.

### **Special Conduct Rules for Riding School Buses:**

#### **A. Rules for Getting On and Off the Bus**

1. Be on time to be picked up. As a general rule, get to your bus stop five (5) minutes before your scheduled pick up time. If you miss the bus, immediately return to your home and tell your parents so they can get you to school.
2. While waiting for the bus, stay at least five (5) feet away from the street, road or highway. Wait until the bus comes to a complete stop before approaching the bus.
3. You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.
4. If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

#### **B. Rules on the Bus**

1. Be respectful of the bus driver. Immediately follow all directions of the driver and any paraeducator or adult on the bus.
2. Sit in your seat facing forward. Use seat belts in vehicles in which they are available.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassment, bullying, intimidation or horseplay.
7. Do not throw any object.
8. No eating, drinking, use of tobacco, alcohol, drugs or flammables.
9. Do not bring any weapon (real or imitation) or dangerous objects on the school bus.
10. Do not damage the school bus.

**Getting the Driver's Assistance:** If you need assistance from the driver, wait until the bus is at a full stop. If you are close enough, tell the driver what you need. If you are too far away for the driver to hear you, ask a student in front of you to get the driver's attention. If necessary, walk up to the driver, while the bus is at a full stop. If you need immediate assistance for an emergency, take all action needed to safely get the help of the driver.

**Consequences for Rule Violations:** Consequences for school bus misconduct may include restriction or suspension of bus privileges and other disciplinary measures, up to and including expulsion from school.

## **Section 6 Admission Requirements/Exempt Students (Board Policy 5003)**

Students shall be admitted to the school district who are:

- legal residents of the school district or otherwise entitled by Nebraska law to attend the schools of the district tuition-free;
- approved for option enrollment pursuant to policy;
- approved as a foreign exchange students pursuant to policy; or
- legal residents of a district that has contracted with this district for their educational services.

- statutorily entitled to attend the schools of the district on a part-time basis subject to this policy and the regulations of the district.

Students who seek to enroll in the district must comply with each board policy, state statute and regulation that applies to their situation.

#### *Part-Time Enrollment of Students*

A student may be permitted to enroll on a part-time basis pursuant to this policy and applicable regulations when appropriate for reasons that include but are not limited to the following: the student attends another education institution on a part-time basis; is enrolled for a limited number of credit hours needed to graduate; has a modified schedule because of a disability or as part of an individualized education plan; or is a student who resides in the school district but attends a private, denominational, or parochial school or a school that elects not to meet accreditation or approval requirements (referred to herein as an **exempt school student** or an **exempt school**, respectively—commonly referred to as a home school).

#### *Application for Enrollment*

The parent or guardian of an exempt school student who is of appropriate age to attend school, resides in the school district, has not graduated from high school, and has not received a graduate equivalency diploma must meet admission requirements and file an application for enrollment on forms provided by the school district by June 1 of the year of enrollment. For second semester high school courses, the application must be filed by November 1. For students who move into the district mid-semester, the application must be filed within 20 days of moving into the district. The administration shall review the application, determine whether to approve or deny it, notify the parent or guardian, and schedule enrollment at an educationally appropriate time in the building or attendance center of the administration's choice. Enrollment does not carry over from one year to the next, and the parent or guardian of an exempt school student must apply for enrollment each school year.

#### *Capacity*

The enrollment of exempt school students is subject to the capacity limitations established by the district for grades, classes, courses, and programs. Full-time students shall be given priority for enrollment in grades, classes, courses, and programs.

#### *Placement of Students*

Exempt school students shall be placed in courses for which they have adequate preparation and which are determined to be educationally appropriate based on criteria that include, but are not limited to the student's age, achievement test scores, academic record, evaluation by school personnel and any other standards used by the district for the placement of students.

#### *Grades and Academic Honors*

Exempt school students shall receive grades, report cards, and transcripts, but shall not be eligible to graduate, receive a diploma or qualify for class ranking unless they meet all district

requirements for such including earning a sufficient number of credit hours and semesters of attendance.

#### *Applicability of School Rules*

Exempt school students are subject to all rules and regulations of the board of education and administration as set forth in policy, handbooks or other communications, as well as the rules and directives of the building administration and teaching personnel. They must remain on the school campus during scheduled classes but must leave the school campus when not engaged in a course or course-related activity unless the course or course-activity requires their presence or the building principal approves their presence. Students who violate school policies, rules, or directives shall be subject to disciplinary procedures up to and including suspension and expulsion.

#### *Extracurricular Sports and Activities*

Exempt school students may not participate in extracurricular sports and activities; provided, they may participate in activities that are part of the school district curriculum (e.g. band performance). Exempt school students who satisfy the eligibility requirements of the district and the Nebraska School Activities Association, where applicable, may participate in extracurricular sports and activities.

#### *Transportation*

Exempt school students are not entitled to transportation or reimbursement for transportation.

#### *Birth Certificate, Physical, Visual Evaluation and Immunization*

The parents or legal guardians shall furnish:

1. A certified copy of the student's birth certificate issued by the state in which the child was born, prior to admission of a child for the first time. Other reliable proof of the child's identity and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of a birth certificate. An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced.
2. Evidence of a physical examination by a physician, physician assistant, or nurse practitioner, within six (6) months prior to entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a physical examination.
3. Evidence of a visual evaluation by a physician, physician assistant, an advanced practice registered nurse, or an optometrist, within six (6) months prior to entrance of the child into the beginner grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a visual evaluation. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity.

4. Evidence of protection against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Hepatitis B, Varicella (Chicken Pox) and Haemophilus Influenzae type B (Hib) and other diseases as required by applicable law, by immunization, prior to enrollment, unless the parent or legal guardian submits a refusal of immunization for medical reasons signed by a physician or refusal for religious reasons affidavit signed by a notary public.

The superintendent or superintendent's designee shall notify the parent or guardian in writing of the foregoing requirements and the right to submit affidavits or statements to object to the requirements, as applicable. The superintendent or superintendent's designee shall also provide a telephone number or other contact information to assist the parent or guardian in receiving information regarding free or reduced –cost visual evaluation for low-income families who qualify.

A student who fails to meet the foregoing requirements shall not be permitted to enroll or to enter school, or if provisionally enrolled or enrolled without compliance, shall not be permitted to continue in school until evidence of compliance or an exemption from compliance is given.

#### Enrollment of Expelled Students

If a student has been expelled from any public school district in any state, and the student has not completed the terms or time period of the expulsion, the student shall not be permitted to enroll in this school district until the expulsion period from such other school has expired, unless the school board of this district in its sole and absolute discretion upon a proper application approves by a majority vote the enrollment of such student prior to expiration of the expulsion period. As a condition of enrollment, the school board may require attendance in an alternative school, class or educational program pursuant to Nebraska law until the terms or time period of the original underlying expulsion are completed. A student expelled from a private, denominational, or parochial school or from any public school in another state, will not be prohibited from enrolling in the public school district in which the student resides or in which the student has been accepted pursuant to the enrollment option program for any period of time beyond the time limits place on expulsion, pursuant to the Student Discipline Act, or for any expulsion for an offense for which expulsion is not authorized for a public school student under such Act. For purposes of this policy, the term expulsion or expelled includes any removal from any school for a period in excess of twenty (20) school days.

### **Section 7      Positive Behavior Intervention & Supports (PBIS)**

In order to ensure a safe learning environment for all students, the school staff is committed to the following:

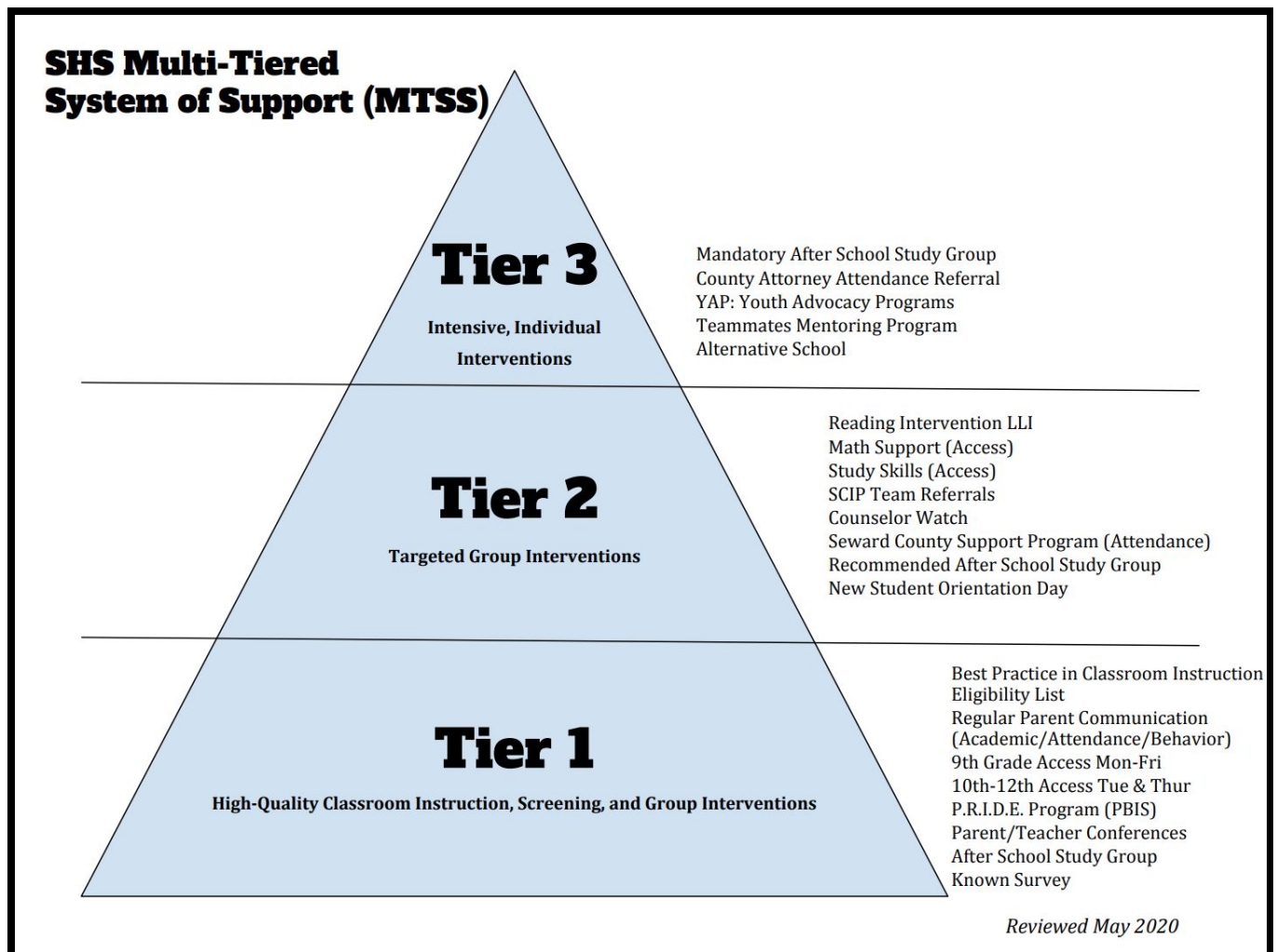
- Using a positive, preventative and educational approach to student behavior.
- Having a plan with clear direction for staff
- Explicitly teaching student behavior expectations
- Empowering all staff to implement the plan



- Having students taking responsibility for their own behavior
- Using natural and logical consequences when behavior problems occur
- Seeking parent support for appropriate student conduct and disciplinary procedures

In order to carry out the philosophy and beliefs stated above, our school has chosen to implement the Positive Behavior Support (PBIS) model. PBIS is a program designed to build a more positive school-wide atmosphere. The ultimate goal is to teach students to be self-managers, who encourage and challenge each other to higher behavioral and academic standards. This is accomplished through the use of clear expectations which are explicitly taught, regularly acknowledged and fairly corrected. Students are “set up” for success in school.

## Section 8 Multi Tiered Student Support Services (MTSS)



## **SCIP Team**

The staff of Seward High School recognizes that students can have experiences that may affect their academic and social life. The primary goal of the School Community Intervention Program (SCIP) is preventative in nature designed to help students before their experiences become overwhelming.

Experiences may include:

|                             |                   |
|-----------------------------|-------------------|
| Depression                  | Dropping Out      |
| Students Not Living at Home | Abuse             |
| Divorce                     | Time Management   |
| Eating Disorders            | Suicide           |
| Self Esteem                 | Test Anxiety      |
| Death                       | Under Achievement |
| Single Parent Families      | Failing Grades    |
| Absenteeism/Tardiness       |                   |

Students in need of information or help may be referred by various concerned individuals including: self, peers, family, or school staff. Referral forms can be obtained from any staff member (which will include cooks, custodian staff, secretaries, library aides, coaches, teachers, or administrators). Completed forms can be returned to any staff member or the SCIP team leader. After the referral, information will be gathered to help identify the problem(s) the student is experiencing. The SCIP team will then meet to formulate an appropriate plan of action.

Once a problem has been identified and the extent of the problem is known, the student will be encouraged to accept the needed help. Team members will help students consider possible options and encourage them to make decisions that will resolve their problem in a positive way. At some level parents may be involved in the process.

The next step involves providing help for the student. The assistance recommended will vary with the type and severity of the problem. Finally, student assistance programs will provide support for students as they make adjustments in their lifestyles and seek to make appropriate life decisions. In cases of extreme physical, mental, or family circumstances, the SCIP team may elect to allow students to have a schedule that deviates from the listed requirements.

## **Section 9 Seward Alternative Education Center (SAEC)**

### **Philosophy**

All students at the Seward Alternative Education Center will be provided an opportunity and encouraged to grow socially and academically in a positive, nurturing, challenging environment.

### **Introduction**

The SAEC is an alternative education program provided by the School District of Seward. The major emphasis of the program is to provide a self-paced educational setting where individual students can earn a diploma while working through a more individualized program of study. Students are expected to display appropriate behaviors at all times. Students are expected to follow all rules and policies of conduct stated in School District of Seward Student-Parent Handbooks.

## **Administrative Reassignment**

### **Student Eligibility**

Students in grade 6 through 12 are eligible for the program and must be referred by a building administrator. For special education students being referred to the program, an individual education plan (IEP) team will meet to consider the reasons for referral, and will make the decision if the referral is appropriate.

### **Application Procedure**

Students who are accepted to the SAEC, and who agree to attend the program, must complete an application with their parents or guardians. Completing the application process is the first step between the student and school to work together to have a successful educational experience. Application is made by contacting the appropriate school counselor.

### **Selection Criteria**

Determining factors in the selection process are:

#### **A. Students:**

1. Attendance – Students must be able to commit to attending daily.
2. Discipline – All discipline issues will be referred to the principal.
3. Age
4. Ability to meet graduation requirements – Students must be able to achieve graduation as established by the Board of Education.
5. Ability to work independently – In order to accomplish the goals of our program, students need to demonstrate the ability to work independently. This includes being able to set daily, weekly, and long term goals by using the APEX online curriculum and being able to achieve these goals.

#### **B. Parents and student are motivated and committed to student success.**

#### **C. Parents and students are willing to communicate with the school about individual needs of the family.**

#### **D. Parents support both the student and the school by:**

1. Providing a quiet study environment nightly in the home
2. Attending parent/teacher conferences
3. Communicating with SAEC staff
4. Reviewing this handbook with the student

### **Acceptance**

Acceptance is based on the willingness of the student and parent/guardian to adhere strictly to the regulations established regarding building rules, student behavior, and especially classroom expectations.

### **Daily Schedule**

The SAEC offers a morning session and an afternoon session Monday through Friday. The morning session begins at 8:15 a.m. and ends at 11:30 a.m. The afternoon session begins at 12:00 p.m. and ends at 3:15 p.m. Students are assigned a session based on current enrollment, student needs, and mitigating circumstances. Students can work on assignments at school and off campus with internet access. All course final tests must be completed at school under supervision of school staff. Students not gainfully employed are required to attend Seward High School half days or full days at SAEC. **Full-time students will have a closed campus lunch and will eat in the classroom area. Half-day students will leave campus immediately upon dismissal.** Students enrolled at SAEC and SHS will eat during the first lunch shift.

**Students and parents are responsible for all transportation needs.**

### **Absences, Tardies and Appointments**

If you are not at school for the day or will be arriving late, **a parent or guardian MUST call us at 643-2986 on the day of the absence or tardy. Students are accountable to the same attendance procedure at SHS. Students who exceed the 5 day per term attendance limit (Medical, Court or Funeral documented absences do not count toward the 5 day limit but do count toward the 20 day per year report that goes to the County Attorney's office) will not be awarded any credit until time is made up. Students in grades 9 – 12 must not make any appointments during your scheduled school time.**

### **Graduation Requirements and Procedures**

See Graduation Requirements in the previous section in the student handbook.

A. A student must have successfully passed a total of 235 semester hours and the service learning requirement by the close of his or her senior year in order to graduate. If a student has employment, they can present the school with proof of hours worked, within the week they are paid, for school credit. Every sixty hours worked will be equivalent to five hours of elective credit.

B. **A cap and tassel fee will be due prior to graduation.** Presentation of the Seward Alternative Education Center Diploma will be made at the next scheduled Board of Education meeting upon completion of graduation requirements.

C. Students who successfully complete the requirements for graduation and receive no more than 35 credits from the SAEC will be eligible to participate in commencement exercises at Seward High School in May provided that they have attended SHS main building classes for a minimum of one semester.

D. Cell phones and other electronic communication devices may be used before school, after school, and during school hours during breaks and at lunch. Cell phones and other electronic communication devices may not be used during instructional time unless the classroom teacher has given permission. The use of these devices during instructional time will be subject to the following consequences:

- 1st Offense: Phone brought to the office and parent must come to school to claim. One ½ hour detention assigned.
- 2nd Offense: Phone brought to the office and student must serve one hour detention. Parent must come to the office to claim.
- 3rd Offense: Phone brought to the office and student serves one day of in-school or out-of-school suspension. Parent must come to school to claim.
- 4th and each subsequent offense: Phone brought to the office and student serves three-day out-of-school suspension. Parent must come to school to claim.

### **Course Load**

You will be required to register for a minimum of four (4) classes per semester. Each class is worth five (5) credits. As soon as you complete the requirements for a class, at any time during a reporting period, you will be enrolled in your next class.

### **Extracurricular Activities**

SAEC students who full time at SAEC or are on a flexible schedule (**halftime SAEC and half time work experience**) will NOT be eligible to participate in any extracurricular activities. Students enrolled in classes at both the SAEC and SHS will be allowed to participate in extracurricular activities; however, the same school rules of conduct and behavior apply to them. The same requirements for eligibility pertaining to grades and discipline will be applied to SAEC students. There will be no exceptions.

## **Drugs, Alcohol, Tobacco, and Electronic Nicotine Delivery Systems or Products**

### **Section 1 Drug-Free Schools**

The district implements regulations and practices that will ensure compliance with the Federal Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The district's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

#### **Education and Prevention**

This district promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades of this school district. Further, this district will have proper in-service orientation and training for all employed staff.

### *Drug and Alcohol Use and Prevention*

By this handbook, each student of the district is hereby provided a copy of the standards of conduct for student behavior in the district which prohibit the unlawful possession, use or distribution of illicit drugs and alcohol on school premises or as part of any of the school's activities.

### *Drug and Alcohol Education and Prevention Program of the District Pursuant to The Safe and Drug-Free Schools and Communities Laws and Regulations*

All students are provided age appropriate, developmentally based drug and alcohol education and prevention programs for all students of the schools. It shall be the policy of the district to require instruction at such grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such instruction shall be designed by affected classroom teachers or as otherwise directed by the board to be appropriate to the age of the student exposed to such instruction. One of the primary objectives shall be the prevention of illicit drug and alcohol use by students. It shall further be the policy of the district to encourage the use of outside resource personnel such as law enforcement officers, medical personnel and experts on the subject of drug and alcohol abuse, so that its economic, social, educational and physiological consequences may be made known to the students of the district.

It shall further be the policy of the district, through the instruction earlier herein referred to, as well as by information and consistent enforcement of the board's policy pertaining to students conduct as it related to the use of illicit drugs and the unlawful possession and use of alcohol, that drug and alcohol abuse is wrong and is harmful to the student and the district, and its programs.

### *Drug and Alcohol Counseling, Rehabilitation and Reentry Programs*

All students shall be provided information concerning available drug and alcohol counseling, rehabilitation and re-entry programs within sixty (60) miles of the administrative offices of the district or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the district upon request of by the school counselor.

In the event of disciplinary proceedings against any student for any district policy pertaining to the prohibition against unlawful possession, use or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parents or guardian concerning available drug and alcohol counseling, rehabilitation and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student and his or her parent or guardian.

### *Standards of Student Conduct Pertaining to the Unlawful Possession, Use or Distribution of Illicit Drugs or Alcohol on School Premises or as a Part of Any of the School's Activities*

(In addition to standards of student conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use or distribution of illicit drugs or

alcohol on school premises or as a part of any of the school's activities.) This shall include such unlawful possession, use or distribution of illicit drugs and alcohol by any student of the district during regular school hours or after school hours at school sponsored activities on school premises, at school-sponsored activities off school premises.

Conduct prohibited at places and activities as hereinabove shall include, but not be limited to, the following:

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of alcohol on school premises or as a part of any of the school's activities.
4. Use of any illicit drug.
5. Distribution of any illicit drug.
6. Use of any drug in an unlawful fashion.
7. Distribution of any drug or controlled substance when such distribution is unlawful.
8. The possession, use, or distribution of alcohol.

It shall further be the policy of the district that violation of any of the above prohibited acts will result in disciplinary sanction being taken with the bounds of applicable law, up to and including short-term suspension, long-term suspension, expulsion, and referral to appropriate authorities for criminal prosecution.

#### *Drugs and Alcohol Prohibited – Standards of Conduct for Students*

The manufacture, possession, selling, dispensing, use or being under the influence of alcohol or any alcoholic beverage or alcoholic liquor on school grounds, or during an educational function, event, or activity, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any controlled substance or drug, including but not limited to marijuana, any narcotic drug, any hallucinogen, and stimulant, or any depressant on school grounds, or during an educational function, event, or activity, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout and reproduction fluid on school grounds, or during an educational function, event, or activity, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use of any look-alike drug or look-alike controlled substance on school grounds, or during an educational function, event, or activity, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, or use of tobacco, tobacco look-alike products, or electronic nicotine delivery systems or products on school grounds, or during an educational function, event, or activity, or off school grounds if there is a substantial interference with school purposes, is prohibited.

Any prescription or non-prescription drug, medicine, vitamin or other chemical may not be taken unless authorized as stated in the next session on AUTHORIZED USE.

### Authorized Use

Any student whose parent or guardian requests that he or she be given prescription or non-prescription medicine, drug, or vitamin shall provide signed permission by parent or physician.

### Disciplinary Sanctions

1. Violation of this policy may result in suspension or expulsion. Prohibited substances will be confiscated and could be turned over to law enforcement authorities. The student may be referred for counseling or treatment. Parents or legal guardians will be notified.
2. If the student is observed to be violating this policy, the student will be escorted to the principal's office immediately, or if not feasible, the principal will be notified. The student's parents or legal guardian will be requested to pick up the student. If it appears there is imminent danger to other students, school personnel, or students involved, the principal, or such other personnel as authorized by the principal, may have the student removed by authorized medical or law enforcement personnel.
3. Parents and students shall be given a copy of the standards of conduct and disciplinary sanctions required and shall be notified that compliance with the standards of conduct is mandatory.

### Intervention

The Seward Public School District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational climate or activity, the school then has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students and employed staff information about any drug and alcohol counseling, rehabilitation and re-entry programs, which are available to students.

### Administration

The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as



checklists to be used by staff to record observed behavior and to determine the proper plan of action.

### **Safe and Drug-Free Schools – Parental Notice**

The handbook receipt shall also serve to demonstrate that you as parent or guardian of a student attending Seward Public Schools have received notice of the standards of conduct of this district expected of students concerning the absolute prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities as described in board policy or administrative regulation. This notice is being provided to you pursuant to the safe and drug-free schools law and 34 C.F.R. Part 86, both federal legal requirements for the district to obtain federal financial assistance. Your signature on the handbook receipt acknowledges that you and your child or children who are students attending this district fully understand the district's position absolutely prohibiting the unlawful possession, use, or distribution of illicit drugs and the possession, use, or distribution of alcohol or tobacco on school premises or as a part of the school's activities as herein above described and that compliance with these standards is mandatory. Any non-compliance with these standards can and will result in punitive measures being taken against any student failing to comply with these standards.

## **Students Rights, Conduct, Rules and Regulations**

### **Section 1 Student Conduct-Discipline Policies/Procedures**

The common goal of students, parents, faculty and administration of Seward High School is to maintain a school atmosphere that is conducive to learning. In order to achieve this, Seward High School will continue to review and distribute a set of reasonable and fair rules and policies.

Students who violate school rules will face disciplinary consequences up to and including expulsion from school. The code of conduct and procedure for imposing discipline on students is set forth in the student handbook. The board of education will not consider an appeal of any disciplinary sanction unless the student and his/her family have complied with the procedures set forth in the handbook.

### **Short-Term Suspension**

The Principal or the Principal's designee may exclude students from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth

2. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, that occur on or off school grounds, if such conduct interferes with school purposes or there is a connection between such conduct and school.

The following process applies to short-term suspension:

1. The Principal or the Principal's designee shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who, in addition to the parent or guardian, is to attend the conference.

### Long-Term Suspension

Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of more than five school days but less than twenty school days on (long-term suspension) the conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is hereinafter set forth.

### Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may

be modified or terminated by the school district at any time during the expulsion period.

2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.
3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program and to such other consequences which the school district deems appropriate. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation. At the conclusion of the designated period: (1) if the student has satisfactorily participated in the school, class, or program to which such student has been assigned the student shall be reinstated and permitted to return to the school of former attendance or to attend other programs offered by the district, and action to expunge the record of the expulsion action may be taken at the discretion of the Superintendent or his or her designee, or (2) if the student's conduct has been unsatisfactory, the expulsion action shall be enforced. The determination of whether the students' participation and conduct has been satisfactory or not shall be made by Principal or the Principal's designee.
4. **Students Subject to Juvenile or Court Probation.** Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has

previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

#### *Other Forms of Student Discipline*

Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures and a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

#### *Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment*

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property or setting or attempting to set a fire;

3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
4. Threatening or intimidating any student or adult for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
6. Engaging in the possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103 or being under the influence of a controlled substance or alcoholic liquor (note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor or smell of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);
7. Public indecency or sexual conduct;
8. Sexually assaulting or attempting to sexually assault any person. In addition, if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults, the student is subject to suspension, expulsion, or mandatory reassignment regardless of where the conduct took place. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in sections 28-319 and 28-320, as such sections now provide or may hereafter from time to time be amended;
9. Truancy or failure to attend assigned classes or assigned activities;
10. Tardiness to school, assigned classes or assigned activities;
11. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
12. Dressing in a manner which is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distractive or indecent to the extent that it interferes with the learning and educational process.
13. Willfully violating the behavioral expectations for those students riding school district buses.
14. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or

15. A repeated violation of any rules and standards validly established by the Board of Education or school officials if such violations constitute a substantial interference with school purposes. Those rules include:

- a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
- b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
- c. Violating school bus rules as set by the school district or district staff;
- d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation or electronic cigarettes, vapor pens, etc.;
- e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
- f. Possession of pornography;
- g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
- h. Engaging in hazing, defined as any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;
- i. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at

websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;

- j. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
  - k. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
  - l. Using any object to simulate possession of a weapon; and
  - m. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.
16. In addition, a student who engages in the following conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
- a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or,
  - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
17. Firearms
- a. A student who is determined to have brought a firearm to school, or to have possessed a firearm at school, shall be expelled from school for a period of not less than one calendar year. The Superintendent may modify such one-year expulsion requirement on a case-by-case basis, provided that such modification is in writing. The term "to school" or "at school" means on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event.
  - b. Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

- i. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- ii. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- iii. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
- iv. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

**Reporting Student Law Violations:**

1. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardians as soon as possible.
2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it shall be the policy of the Seward Public Schools to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
  - a. Knowingly possessing illegal drugs, alcohol, tobacco and vapor products
  - b. Assault
  - c. Vandalism resulting in significant property damage
  - d. Theft of school or personal property of a significant nature
  - e. Automobile accident
  - f. Any other behavior which significantly threatens the health or safety of students, staff or other persons or which is required by law to be reported.

When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent or guardian of the fact that the referral to legal authorities has been or will be made.



*Due Process Procedure:*

The following procedures shall be followed regarding any long-term suspension, expulsion or mandatory reassignment.

1. The Principal shall file a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his or her designee.
2. If the Principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the Superintendent or his or her designee, the Principal may suspend the student until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the Superintendent.
3. The Principal or his or her designee shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
  - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence.
  - b. The penalties to which the student may be subjected and the penalty that the Principal, or his or her designee has recommended in the charge.
  - c. A statement explaining the student's right to a hearing upon request on the specified charges.
  - d. A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
  - e. A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
  - f. A form or a request for hearing to be signed by such parties and delivered to the Superintendent, the Principal or a designee in person or by registered or certified mail.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. If the Superintendent, Principal, or designee has not received a request for hearing within five school days following receipt of the written notice, the Principal's recommended consequence shall automatically go into effect.

6. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
8. If a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

Hearing Procedure:

1. **Hearing Officer.** The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.
2. **Administrative Representative.** The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. **Notice of Hearing.** If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.
4. **Continuance.** Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
5. **Access to Records.** The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the school district at any reasonable time prior to the hearing.
6. **Hearing Procedure.** The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing

examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross-examination nor will any conclusion be drawn therefrom. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.

7. **Availability of Witnesses.** The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.
8. **Record.** The proceedings of the hearing shall be recorded at the expense of the school district.
9. **Findings.** Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
10. **Review by Superintendent.** The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.
11. **Notice of Determination.** Written notice of the findings and recommendations of the hearing officer and the Superintendent's determination shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian.

Upon receipt of such written notice by the student and/or parents and guardian, the Superintendent's determination shall take immediate effect.

12. **Appeal to Board.** The student, student's parents or guardian may, within seven school days following the receipt of the Superintendent's decision, submit to the Superintendent of schools a written request for a hearing before the Board of Education.
13. **Review by Board of Education.** Upon receipt of the request for review of the Superintendent's determination, the Board of Education or a committee of not less than three members shall, within ten school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.
14. **Final Decision of Board of Education.** The final decision of board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

## **Section 2      Disciplinary Point System – 100 Point Maximum per School Year**

The purpose of the discipline point system is to:

1. Improve the educational environment for students, teachers, parents, and staff.
2. Inform students and parents of rules and policies
3. Record discipline violations in a systematic way

Parents and students must be made aware of any violation of school policies and procedures concerning behavior. Progressive discipline is based upon the belief that an individual does not have the right to infringe upon the rights of others. Also, all people concerned with the school have the responsibility of creating a positive learning environment. The vehicle used to implement the discipline system is a point system. Each student will begin with zero points at the beginning of the school year. Each discipline action will carry a point value. If 100 points are obtained before the end of the school year, then the student will be recommended for expulsion

and due process will be followed. The length of suspension or expulsion will carry over into the next semester/year if the semester or school year ends before the suspension or expulsion has been served.

The following categories will be used as a guideline to determine consequences for student misconduct, however, not all behavior can be predicted and/or categorized; therefore, the administration reserves the right to handle situations on an individual basis.

State law gives the administration and teaching personnel in the school the responsibility of maintaining good order and discipline. Those in charge of the classrooms and activities may take such actions as are necessary regarding student behavior, including, but not limited to counseling, parent conferences, rearrangement of schedules, requirements that a student remain in school before or after regular hours to do additional work, requirements that a student receive certain counseling and restriction of extracurricular activities. In some disciplinary cases an audio recorder will be used. If a student is referred to the administration by reason of violating established rules and standards, one or more of the following forms of disciplinary action might be taken:

#### DETENTION

The administration/teaching staff as a corrective measure for infractions of school policy and behavioral problems assigns detention time. Students serving detention are expected to:

1. Report to the office/classroom immediately after school.
2. Bring adequate schoolwork and supplies to keep busy for the entire period.
3. Report to the office/room every afternoon at 3:40 p.m. until the detention time is made up.

Failure to report for detention will result in additional detention time being assigned. Continued refusal to complete the detention will result in a parent conference and suspension. Teachers may take a student to their classroom for individual help and study. Conflicts with transportation or jobs will be taken into consideration if the student indicates there is a problem prior to the detention time being served. This will not excuse detention time.

#### IN-SCHOOL SUSPENSION

Any disciplinary action whereby a student is separated from class attendance, but is required to be at school until 4:00 p.m. In-school suspension generally lasts from one to three days.

#### SHORT TERM SUSPENSION

Up to and including five (5) school days. Schoolwork will be due upon return for full credit after a first offense. Make arrangements to pick up work before leaving. (See Section 1)

#### LONG TERM SUSPENSION

More than five school days, but less than twenty school days. (See Section 1)

### MANDATORY REASSIGNMENT

Assignment to another educational setting.

### EXPULSION

Exclusion from attendance in all schools, grounds, and activities. (See Section 1)

## **Section 3 Disciplinary Point System Chart**

### **PROGRESSIVE DISCIPLINE LEVELS**

**Actions that are not disruptive in nature to the learning process, discipline would be the same as category 1 but without points. Failure to attend detention would result in points.**

**A. Detention**

**B. Detentions**

**C. 1-5 Days In-School Suspension**

**D. 5-10 Days In-School Suspension**

**E. 1-5 Days Out-of-School Suspension**

**F. 5-10 Days Out-of-School Suspension**

**G. 10 Days Out-of-School Suspension**

**H. Recommend Expulsion**

**I. Police will be notified**

***Note: Parents will be notified at levels C through I. In-School Suspension may be substituted for Out-of-School Suspension***

| Offense                             | Category | Points | 1 | 2 | 3 | 4 | 5 |
|-------------------------------------|----------|--------|---|---|---|---|---|
| Public Display of Affection         | I        | 0      | A | B | B | C | E |
| Dress Code Violation                | I        | 0      | A | B | B | C | E |
| Other                               | I        | 0      | A | B | B | C | E |
| Sleeping in Class                   | II       | 8      | A | B | B | C | E |
| Disruption of class/school/assembly | II       | 8      | A | B | B | C | E |
| Parking Illegally                   | II       | 8      | A | B | B | C | E |

|                                                        |     |    |   |   |   |   |   |
|--------------------------------------------------------|-----|----|---|---|---|---|---|
| Inappropriate Behavior/Gestures                        | II  | 8  | A | B | B | C | E |
| Profanity/Vulgarity                                    | II  | 8  | A | B | B | C | E |
| Failure to attend detention                            | II  | 8  | A | B | B | C | E |
| Cell Phone/Headphones/Electronic Device (Confiscation) | II  | 8  | A | B | C | E | E |
| Repeated violations of Category I                      | II  | 8  | A | B | B | C | E |
| Other                                                  | II  | 8  | A | B | B | C | E |
| Skippping/Cutting Class/Leaving without Permission     | III | 10 | B | B | C | C | E |
| Disorderly Conduct                                     | III | 10 | B | B | C | C | F |
| Failure to identify self to school officials           | III | 10 | B | B | C | C | F |
| Inappropriate Dress                                    | III | 10 | B | B | C | C | F |
| Indecent Material                                      | III | 10 | B | B | C | C | F |
| Jeopardizing the safety of oneself or others           | III | 10 | B | B | C | C | F |
| Leaving school grounds without permission              | III | 10 | B | B | C | C | F |
| Lying                                                  | III | 10 | B | B | C | C | F |
| Misuse of school Material and Equipment                | III | 10 | B | B | C | C | F |
| Not following request of school official               | III | 10 | B | B | C | E | F |
| Trespassing                                            | III | 10 | B | B | C | C | F |
| Skippping Assigned Detention                           | III | 10 | B | B | C | C | F |
| Other                                                  | III | 10 | B | C | E | E | F |
| Cheating/Plagiarism                                    | IV  | 14 | C | C | E | F | F |
| Careless Driving/Speeding                              | IV  | 14 | C | C | E | F | F |
| False Call/Forgery of Notes                            | IV  | 14 | C | C | E | F | F |
| Vandalism                                              | IV  | 14 | C | C | E | F | F |

|                                                                                     |     |    |     |     |     |     |   |
|-------------------------------------------------------------------------------------|-----|----|-----|-----|-----|-----|---|
| Theft 1                                                                             | IV  | 14 | C   | C   | E   | F   | F |
| Disrespect to Faculty Members                                                       | IV  | 14 | C   | E   | E   | F   | F |
| Other IV                                                                            | IV  | 14 | C   | E   | E   | F   | F |
| Gross Misbehavior                                                                   | V   | 21 | E   | E   | E   | G   | G |
| Harassment/Intimidation/Bullying                                                    | V   | 21 | E   | E   | E   | G   | G |
| Vandalism 2                                                                         | V   | 21 | E   | E   | E   | G   | G |
| Theft 2                                                                             | V   | 21 | E   | E   | E   | G   | G |
| Insubordination                                                                     | V   | 21 | E   | E   | E   | G   | G |
| Fighting                                                                            | V   | 21 | E   | E   | E   | G   | G |
| Other                                                                               | V   | 21 | E   | E   | E   | G   | G |
| Use/Possession of Tobacco Products/electronic nicotine delivery systems or products | V   | 28 | E/I | E/I | F/I | F/I |   |
| Indecent Behavior                                                                   | VI  | 28 | F   | G   | G   | H   |   |
| Open/Persistent Defiance of Authority                                               | VI  | 28 | F   | G   | G   | H   |   |
| Threatening Behavior                                                                | VI  | 28 | F   | G   | G   | H   |   |
| Physical Assault                                                                    | VI  | 28 | F   | G   | G   | H   |   |
| Other                                                                               | VI  | 28 | G   | H   | H   | I   |   |
| Under the influence of Alcohol/Drugs                                                | VI  | 28 | F   | F   | G   | G   |   |
| Possession of Alcohol/Drug Paraphernalia                                            | VI  | 28 | F   | G   | G   | H   |   |
| Extortion                                                                           | VII | 50 | G/I | G/I |     |     |   |
| False Fire Alarm                                                                    | VII | 50 | G/I | G/I |     |     |   |
| Possession of Weapon other than Firearm                                             | VII | 45 | G/I | G/I |     |     |   |
| Possession or Use of Firecrackers                                                   | VII | 45 | G/I | G/I |     |     |   |



|                                             |      |     |     |     |  |  |  |
|---------------------------------------------|------|-----|-----|-----|--|--|--|
| Terroristic Threats                         | VII  | 45  | G/I | G/I |  |  |  |
| Other                                       | VII  | 45  | G/I | G/I |  |  |  |
| Selling, Giving or Exchanging alcohol/drugs | VII  | 100 | H/I |     |  |  |  |
| Arson                                       | VIII | 100 | H/I |     |  |  |  |
| Bomb Threat                                 | VIII | 100 | H/I |     |  |  |  |
| Physical Assault (School Employee)          | VIII | 100 | H/I |     |  |  |  |
| Possession and/use of Explosives            | VIII | 100 | H/I |     |  |  |  |
| Use of any instrument as a weapon           | VIII | 100 | H/I |     |  |  |  |
| Possession of Firearm                       | VIII | 100 | H/I |     |  |  |  |
| Other                                       | VIII | 100 | H/I |     |  |  |  |

#### **Section 4      Additional Student Conduct Rules**

The following additional student conduct rules are established. Failure to comply with such rules is grounds for disciplinary action, up to and including expulsion, as further specified in these rules. These rules govern student conduct on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event.

1. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office. Students at Seward High School are expected to dress in a way that is appropriate for a school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
  - a. Clothing or jewelry that is gang related;

- b. Clothing that shows an inappropriate amount of bare skin or underwear (such as shorts and skirts of a length that pose a disruption to the environment of the school, midriffs, spaghetti straps, excessively torn attire, sagging pants or shorts that are worn below the waist, school dress that exposes undergarments such as sports bras, underwear, etc.);
- c. Clothing that is excessively tight fitting or revealing;
- d. Clothing or jewelry that advertises, promotes or makes reference to beer, alcohol, tobacco, electronic nicotine delivery systems or products, or illegal drugs;
- e. Clothing or jewelry that could be used as a weapon or that would encourage “horseplay” or not needed in the school building (such as but not limited to: chains, trucker wallets, rings, spiked apparel, pliers/tools);
- f. Headwear including hats, caps, hoods, sunglasses, bandanas and scarves;  
**(Students are to remove headwear when entering the building and hats should be placed in school lockers for the duration of the school day and worn after the student leaves the building.)**
- g. Clothing, tattoos or jewelry that displays indecent writing, pictures, slogans, nudity, makes sexual references or carries double meanings and/or creates a distraction at school;
- h. Excessive makeup that causes an unnecessary distraction;
- i. Health laws require that shoes be worn at all times while at school;
- j. No blankets in the classrooms.
- k. **No backpacks or bags in the classroom. All bags need to be place in assigned locker. This includes 5th period.**

Consideration will be made for students who wear special clothing as required by religious beliefs, disability or to convey a particularized message protected by law.

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

2. **Bullying and harassment are prohibited.** Students who engage in bullying or harassing behavior are subject to discipline up to and including expulsion. Bullying behavior is defined as the use of verbal, nonverbal, written, and electronic communication (including but not limited to instant messaging, text messaging, emailing, and using websites) to threaten, intimidate, ridicule, humiliate, or harass any person.
  - a. A student who engages in bullying behavior on district property, in a vehicle owned, leased, or contracted by the district being used for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event shall be subject to discipline including, but not limited to, long-term suspension and expulsion.
  - b. Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational

environment, the district's day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

- c. The extent of the disciplinary consequences will depend on the frequency, duration, severity, and effect of the bullying behavior.

**Dating Violence:** Dating violence, as that term is defined by Nebraska law, will not be tolerated. Students who engage in dating violence will receive consequences that are consistent with the Nebraska Student Discipline Act and this district's student discipline policies.

**Hazing:** Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law. Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

### 3. **Computer Use/Student Expectations in the Use of the Internet**

Students who violate the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion. Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

#### **Acceptable Use**

- Students may use the Internet to conduct research assigned by teachers.
- Students may use the Internet to conduct research for classroom projects.
- Students may use the Internet to gain access to information about current events.
- Students may use the Internet to conduct research for school-related activities.
- Students may use the Internet for appropriate educational purposes.

#### **Unacceptable Use**

- Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
- Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.

- Students shall not use electronic mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers without approval.
- Students shall not use school computers to participate in online auctions, online gaming or mp3 sharing systems. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
- Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
- Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
- Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
- Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
- Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
- Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
- Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
- Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
- Students shall not forge electronic mail messages, web pages, digital communications, or web-based communications, including but not limited to facebook, and twitter, etc.
- Students shall not use technology to intimidate, harass or threaten others (Cyberbullying).

### **Methods of Enforcement**

- The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
- The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
- Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.

- The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.
  - Consequences for Violation of this Policy
  - Access to the school's computer system and to the Internet is a privilege, not a right.
- Any violation of school policy and rules may result in:*
- Loss of computer privileges;
  - Short-term suspension;
  - Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
  - Other discipline as school administration and the school board deem appropriate.
  - Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.
4. Students are not given hallway passes, restroom passes or telephone passes to leave a classroom unless special circumstances arise. Students are not given passes the first ten minutes and the last ten minutes of class.
  5. Students in the hallway during class time must have a pass with them.
  6. Food, candy and drinks are allowed in the classroom (at teachers' discretion) and hallways. Sack lunches are the only "outside" food allowed to be consumed during lunch. No "fast food" is allowed to be delivered unless approved in advance by administration. Containers, such as water or juice bottles, that have been previously opened and brought into the building are subject to search.
  7. Students are expected to bring all books and necessary materials to class.
  8. Assignments for all classes are due as assigned by the teacher.
  9. At the end of each period, the teacher dismisses the students. Students are not to begin to pack up or leave the class until the dismissal bell has rung and the teacher has dismissed the class.
  10. Special classes such as industrial technology, agriculture, art, physical education, computers and other lab based classes will have other safety or clean-up rules that will be explained to you by that teacher which must be followed.
  11. Students are not to bring items to school that are not required for educational purposes as they may be taken from your locker and will not be allowed in the classroom. These items are classified as "nuisance items" and include, but are not limited to: a) earbuds – unless teachers give special permission in their classroom and it does not cause a distraction to the learning,, b) laser pointers, c) pliers/tools, etc.
  12. Students are to have only one earbud or headphone at any time--even with permission--due to safety concerns.
  13. Students are to keep the hallways clear so others may pass.
  14. Snow handling is prohibited.
  15. Students are not allowed to record others without administration approval and consent of others being recorded.
  16. By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when the staff determines that such a search is reasonable and necessary.

17. Students may not have cell phones or electronic devices on while they are in locker rooms or restrooms.
18. The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, e-mailing, etc.) may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution and possible inclusion on sex offender registries.
19. While on school property, as a school activity or in a school vehicle, students may not use their cell phones or electronic devices to bully, harass or intimidate any other person.
20. Students shall be personally and solely responsible for the security of their electronic devices. The district is not responsible for theft, loss or damage of any electronic device, including any calls or downloads.
21. Cell phone, earbuds, headphones and other electronic communication devices may be used before school, after school, and during school hours during passing periods and at lunch. (Due to safety, all students are required to have one ear open and free of earbuds/headphones during these approved time periods to be able to hear alarms and instructions) Cell phones/headphones and other electronic communication devices may not be used or worn during instructional time unless the classroom teacher has given permission and should be placed in the classroom designated area or in the student's locker. The use of these devices during instructional time will be subject to the following consequences:
  - 1st Offense: Phone/Headphone/Electronic devices brought to the office and parent must come to school and claim. One ½ hour detention assigned.
  - 2nd Offense: Phone/Headphone/Electronic devices brought to the office and student must serve one hour detention. Parent must come to the office and claim.
  - 3rd Offense: Phone/Headphone/Electronic devices brought to the office and student serves one day of in-school or out-of-school suspension. Parent must come to school and claim.
  - 4th and each subsequent offense: Phone/Headphone/Electronic devices brought to the office and student serves three-day out-of-school suspension. Parent must come to school and claim.

# 1 to 1 Chromebook Initiative Policies and Procedures

Seward Public Schools is proud to offer our high school students Chromebook devices for use at school and home. The 1 to 1 Chromebook program, which provides mobile computing and wireless technology to all grade 9-12 students, has been designed to enhance delivery and assist with individualized instruction.

**For parents and students, the following information is provided to help everyone understand the expectations and the responsibility of care and use related to receiving a Chromebook.**

- Students will receive instruction on the proper use and care of a Chromebook.
- Students will be able to take the Chromebook home during the school year once the student and parent have signed the Chromebook Loan Agreement Form, the Student Handbook Receipt, and paid the required technology fee.
- Students are expected to treat the Chromebook as a valuable piece of equipment.
- Students must take all precautions to prevent theft; for example, do not leave the Chromebook unattended or in a car.
- Students must take precautions to prevent damage to the Chromebook; for example, do not leave the Chromebook where there is danger of coming into contact with moisture or excessive heat/cold temperatures.
- Students are to use the Chromebook to access only socially and educationally appropriate materials and websites.
- Students who wish to use the Chromebook to purchase goods and services from the Internet have full responsibility for any financial obligations incurred from doing so.
- Students are to use the Chromebook in accordance with all Seward Public Schools technology policies including all stipulations found on the Chromebook Loan Agreement Form.
- Chromebook are property of Seward Public Schools and must be returned at the end of the school year, upon withdrawal from Seward Public Schools, and/or at the request of the administration. Willful failure to return the Chromebook in accordance with the stated conditions will result in criminal prosecution.
- Since the Chromebook are property of the school district, officials of the school have the right to review all material stored on or accessed by any Chromebook and/or student. School officials may revoke a student's Chromebook privileges for any misuse or violation of policies.

## Receiving Your Chromebook

Chromebooks will be distributed during our new Student Orientation. At least 1 parent and student must attend an annual session for orientation and information. Before receiving an Chromebook, students and parents must sign and return the following items:

1. Chromebook Loan Agreement/Acceptable Use Form
2. Signed receipt of the Student/Parent Handbook

This equipment is, and at all times, remains the property of Seward Public Schools of Seward, Nebraska, and is here with lent to the Student/Borrower for educational purposes only for the academic school year. Student/Borrower may not deface or destroy this property in any way. Inappropriate use of the Chromebook may result in the Student/Borrower losing his/her right to use this Chromebook. The equipment will be returned to the school when requested by Seward Public Schools, or sooner, if the Student/Borrower withdraws from Seward Public Schools prior to the end of the school year.

Nebraska statutes 79-737 and 79-2,127 allow the District to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property.

Student/Borrower acknowledges and agrees that his/her use of the District Property is a privilege and that by Student/Borrowers agreement to the terms hereof, Student/Borrower acknowledges his/her responsibility to protect and safeguard the District Property and to return the same in good condition and repair upon request by Seward Public Schools. The Chromebook must be returned in good working order with all original parts.

### **Using Your Chromebook At School**

Chromebooks are intended for use at school each day. Students are responsible for bringing their Chromebooks to school and all classes each day, unless specifically told not to do so by a teacher or administrator. If students forget to bring an Chromebook to school, they may check out a loaner for the day from the school's media center. Loaners are on a first come, first serve basis and are subject to availability. Repeat violations will result in disciplinary action.

Chromebooks must be brought to school each day fully charged. Chromebooks have battery life of up to 10 (ten) hours, so charging should not be needed throughout the school day. Charge stations will be available in the library in the mornings and during lunch for those who forget to charge. Only charge your Chromebook with the charger you are given at checkout or a school provided charger. All students are provided lockers with your own locker combination. **DO NOT SHARE YOUR COMBINATION** with any other student(s).

### **Chromebook Repairs**

- Loaner Chromebooks may be issued to students when they leave their Chromebooks for repair with the Technology team located in the library, if available.
- Students will be expected to return the loaner Chromebook by the end of the school day to the library until their issued Chromebook returns from repair.

The student is financially responsible for all damages and repairs to the Chromebook.

**Lost/Stolen/Destroyed**

**\$320**



|                               |              |
|-------------------------------|--------------|
| <b>Screen Repair</b>          | <b>\$100</b> |
| <b>AC Adapter</b>             | <b>\$25</b>  |
| <b>Keyboard (broken keys)</b> | <b>\$25</b>  |
| <b>Case</b>                   | <b>\$40</b>  |

**Chromebook - lost/stolen/destroyed - \$320**  
**Screen Replacement and Labor - \$150**  
**Broken top/bottom case and Labor - \$65**  
**AC Adapter - \$40**  
**Keyboard (broken keys) and Labor - \$65**  
**Case - \$40**

Seward Public Schools purchased cases to help protect your device. Students are still reminded to handle the Chromebooks with extra care to avoid any damage. Other students will use these Chromebook cases again in the future. Students may not mark on the cases or put anything on the case that might damage the case, like duct tape, stickers not issued by the school, or jewels.

### **Screensavers and Background**

- Only appropriate backgrounds and screensavers may be used on the Chromebook.
- Presence of any weapons-related, pornographic, inappropriate language, alcohol or drug-related, gang-related, or inappropriate pictures or words on the Chromebook or within its files, as determined by the administration, will result in disciplinary action and where appropriate, law enforcement officials.
- The Chromebook is the property of Seward Public Schools. Therefore, staff, teachers, and administration have the right to check any material being used or stored on the Chromebook at any time.
- Violations of this policy can result in disciplinary action.

### **Sound**

Sound should be muted at all times unless permission is obtained from a teacher administrator for educational purposes or earbuds are in use.

### **Managing Your Files and Saving Your Work**

Students should save all of their work to their Google Drive. It is the student's responsibility to ensure work is not lost due to technical mistakes and accidental deletions.

### **Security**

Chromebooks will be filtered by software for appropriate use at school and off campus. Parents/guardians are responsible for monitoring appropriate use while off school grounds. Please see an administrator if any inappropriate sites are seen or accessed.

The District is not responsible for any viruses that may be transferred to or from Student/Borrowers other data storage medium and Student/Borrower agrees to use his/her best efforts to assure that the District Property is not damaged or rendered inoperable by any such electronic virus while in Student/Borrowers possession.

### **Inspection**

Students may be selected at random to provide their school-issued Chromebook for inspection without notice by administrators and/or the technology department.

### **Chromebook Identification and Protection**

- Student Chromebooks will be labeled in the manner specified by the school. Under no circumstances are students to modify, remove, or destroy these labels.
- Tampering with the Chromebook security measures is forbidden. Violations of this policy will result in disciplinary action and possible loss of technology use privileges.

### **Acceptable Use Guidelines**

- Students are responsible for their ethical, socially appropriate and educational use of the technology resources of Seward Public Schools.
- Access to Seward Public Schools technology resources is a privilege, not a right. Each employee, student, and/or parent will be required to follow all applicable technology, including stipulations in the Chromebook Loan Agreement and the Student/Parent Handbook.
- Transmission of any materials that is in violation of the law is prohibited and law enforcement will be contacted. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and Chromebook viruses.
- Any attempt to alter data, the configuration of the Chromebook, or the files of another user, without the consent of the administration and/or technology department, is against our Acceptable Use policy and will result in disciplinary action, including the loss of privileges to check out Chromebook for home use.
- The Student/Borrower agrees to not use the Chromebook for commercial use or political advocacy.

### **Integrity and Civility**

In addition to any standard or rules established by the schools, the following behaviors are specifically prohibited as they violate the standard of integrity and civility associated with our school district:

- Cheating
- Plagiarizing
- Falsifying information
- Violating copyright laws
- Hacking into others' systems, including the school and/or district
- Gaining unauthorized access to any network or other Chromebook or computer

## **Email**

Student/Borrower is assigned a school email account to use for appropriate academic communication with other students and staff members. Outside email accounts should not be used on this school device at any time.

## **Technology Left in Unlocked Areas**

- Under no circumstances should Chromebooks or other technology equipment be left in unlocked areas. Do not leave unattended in locker areas, PE or athletic locker rooms, classrooms, commons areas, cafeteria, bathrooms, busses, or hallways. Any Chromebook left in these areas is in danger of being stolen.
- Lockers are to be locked at all times. Do not share your locker combination with anyone, including “best friends.”
- Unsupervised Chromebook will be confiscated by staff and taken to the administrative office. Disciplinary action may result from Chromebooks being left without supervision. Each student is responsible for his or her Chromebook once it has been issued to the student.

## **Chromebooks in the Classroom**

Each student will have the opportunity to utilize their Chromebook in their daily learning. Students are reminded that the machines are school property and should be treated accordingly. Students using the Chromebook for inappropriate uses at home or school will conference with an administrator to determine an appropriate consequence. Students who violate the educational intent of the Chromebook will be subject to the disciplinary procedures found in Article 8 of the Seward High School Student/Parent Handbook related to the use of school technology, internet or general behavior involving the Chromebook.

- Each class will begin with the Chromebook put face down on the desk or below the desk, depending on the classroom, to begin each period.
- Teachers who begin the day with a Chromebook activity will give specific instructions for the activity and how the student Chromebook will be utilized within the activity.
- Teachers will notify students when the Chromebooks are appropriate for use in the classroom.
- Students may not use any gaming or social media applications during a scheduled class time.
- Students must keep volume on mute or will use earbuds.
- The Chromebook must be kept in its school issued Chromebook case. Chromebooks not in this case will be confiscated unless permission has otherwise been given by school administration or technology personnel (i.e. protective keyboard case).

**Please see the Chromebook Parent/Student Agreement in the Appendix. A signed copy must be on file in the High School Office to check out and use a school issued Chromebook.**

# Extra-Curricular Activities - Rights, Conduct, Rules and Regulations

## Section 1 Extra-Curricular programs

Extra-curricular programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Seward High School will adhere to the rules and regulations set forth in Title IX guidelines on sex discrimination as well as other pertinent rules and regulations.

## Section 2 Activity Philosophy

Activities are considered an integral part of the school's program of education and provide experiences that will help boys and girls physically, mentally and emotionally. The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. We believe that participation in activities, both as a player and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, to the team, to the student body, to the community and to the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better people and citizens.

### Safety

The school's philosophy is also to maintain an activities program that recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, and to exercise common-sense. In addition, the school requires that activity team members travel to and from out-of-town events as a unit. Any exceptions to this rule must be approved by both the parents and the coach/sponsor and should be done in writing prior to the departure to the event or prior to releasing the student with the parent/guardian. The note should be given to the Principal, Activities Director, or their designee. Only those people involved with the activity will be allowed to travel in the school vehicle.

### Warning for Participants and Parents

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

### **Section 3 Activity Fees**

#### Activity Pass Fees

All students participating in activities will be required to purchase a full year activity pass. This activity pass admits the student to all home activities during the school year. Exceptions include the musical, tournaments, and any Central Conference or NSAA District/State tournaments hosted by Seward Public School. The cost of the pass to activity participants is \$20.

- a. Those students who participate in spring activities only are still required to purchase the full year pass. Students are encouraged to purchase their activity pass in the fall so they can get a full school year of use.

#### Activity Participation Fee

Students will be charged a participation fee of \$20 if they are involved in one or more NSAA sponsored activities) during the school year. This fee will be placed in the student activity participation account for use at the discretion of the district for activity related expenses incurred by the district. The Activity Participation fee needs to be paid prior to the student's participation in activities.

### **Section 4 Activity Code of Conduct**

This activity code of conduct is supplemental to the Seward High School student code of conduct which is detailed in this handbook and any action taken hereunder may be in addition to any action under the student code of conduct said policy.

#### Grounds for Extracurricular Discipline

The grounds for suspension from practices, participation in interscholastic competition, or other participation in extracurricular activities and competitions are set forth below. In becoming familiar with the conduct rules for extracurricular activities, participants need to remember that they are not only representing themselves, but also, their school and community in all of their actions. Special conduct rules exist for the reasons that:

#### Participants in Activities Assume Responsibility for Leadership and are Representatives of Our School

Participants in extra-curricular activities assume a leadership role. The student body, the community and other communities judge our school on the students' conduct and attitudes, and

how they contribute to our school spirit and community image. The students' performance and devotion to high ideals make their school and community proud.

### Activities are a Privilege

Extra-curricular activities have an important place in the educational program of the Seward Public School district. It is a privilege for the students who choose to participate. Students who participate and are accepted into the program are expected to demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, sportsmanship, and respect for authority. It is the belief that accepting responsibility for one's actions is a part of that philosophy.

The conduct rules apply to conduct of the student, regardless of whether the conduct occurs on and off school grounds. (If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct). The conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
  2. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
  3. Sexual assault or attempting to sexually assault any person.
  4. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property.
  5. Causing or attempting to cause personal injury to a school employee, to a school volunteer, to any student, or to any other person.
  6. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
  7. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
  8. Engaging in the selling, using, possessing or dispensing of alcoholic beverages, tobacco, narcotics, drugs, controlled substance, inhalants (including vapor products) or being under the influence of any of the above; or possession of drug paraphernalia.
- Note: The term "under the influence" for school purposes has a less strict meaning than it does under criminal law. For school purposes, the term means any level of impairment and includes even the odor of alcohol/tobacco/drugs on the breath or person of a student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant. In addition, "possession" of alcohol or drugs may be considered to have occurred for purposes of school rules if the student is in such close proximity to alcohol

or drug (for example, a student being in a car where alcohol is in the back seat and no adults are present in the car) or to others who are consuming alcohol or drugs (for example, being at a student party at which other students are drinking) that school officials may reasonably determine the student was in “possession” of the items as well. Because of the complexity of this issue, “possession” will be determined on a case-by-case basis.

9. Engaging in the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401, of the Nebraska statutes, or material represented to be alcoholic beverages, narcotics, drugs, controlled substance, electronic nicotine delivery systems or products, or inhalants.
10. Truancy or failure to attend assigned classes or assigned activities.
11. Tardiness to school, assigned classes or assigned activities.
12. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
13. Public indecency.
14. Repeated violation of any of the rules adopted by the school district or the school.
15. Engaging in any unlawful activity as determined by the United States or the State of Nebraska.
16. Dressing in a manner wherein such dress is dangerous to the student’s health and safety or to the health and safety of others or is distractive or indecent to the extent that it interferes with the learning and educational process.
17. Willfully violating the behavioral expectations for those students riding Seward Public Schools buses.
18. The knowing and intentional possession, use, or transmission of a firearm or other dangerous weapon in a place where such items are prohibited.
19. The knowing and intentional use of force in causing, or attempting to cause, personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary.
20. Failure to report for the activity at the beginning of each season; reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
21. Failure to participate in regularly scheduled classes on the day of an athletic/activity event.
22. Failure to attend all scheduled practices and meetings. If circumstances arise to prevent the participant’s attendance, the coach will determine the validity of the reason. Every reasonable effort should be made to notify the coach or supervisor prior to all missed practices or meetings.
23. All other reasonable rules or regulations adopted by the coach or supervisor of an extracurricular activity shall be followed, provided that participants shall be advised by

the coach or supervisor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.

24. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.
25. The NFHS Sports Medicine Advisory Committee strongly opposes the use of dietary supplement for the purpose of obtaining a competitive advantage (November 21, 2014). Seward Public Schools discourages the use of these supplements, rather SPS encourages a balanced diet to obtain the necessary nutrition to compete at the highest level. It is ultimately the parents decision to allow their son/daughter to use dietary supplements but the school district will not allow students to possess or consume them at school. Supplements will be prohibited on SPS grounds.
26. Any violation of any other school rule, requirement, coach/sponsor rule, or lawful directive of any sponsor, coach, administrator, or other district staff member.

#### Drug (including tobacco and electronic nicotine delivery systems or products) and Alcohol Violations

Students who are found to be in violation of sub-paragraphs 8 or 9 of the above conduct rules shall be subject to the following disciplinary action.

##### **1. First Violation**

Suspension from participating in the extra-curricular program and all school activities (including all organizations and special events such as homecoming and prom) for 10 (ten) school days and a minimum of two activities. The first day of the suspension will be the day of the conference **between the student and administration.** Students who self-report an infraction of the drug and alcohol policy shall have the suspension reduced by 50% for the first violation. **A self-report is admission of wrongdoing before the administration learns of the infraction. Student-athletes may attend practice but not participate during the suspension. Students will not be released from school nor be allowed to travel with a team/group during the suspension period.**

##### **2. Second Violation (Students may select Option A or B)**

Option A: Suspension from participating in the extra-curricular program and all school activities (including all organizations and special events such as homecoming and prom) for 1 (one) calendar year. The first day of the suspension will be the day of the conference **between the student and administration.**

-- OR --

Option B: Suspension from participating in the extra-curricular program and all school activities (including all organizations and special events such as prom) for 30 (thirty) school days. **Student-athletes may attend practice but not participate during the suspension. Students will not be released from school nor be allowed to travel with a team/group during the suspension period.**



The first day of the suspension will be the day of the conference **between the student and administration**. If students choose option B, students and parents also agree to participate in a school-approved program for chemical dependency or school-approved online program. Said program must be administered by a certified alcohol and drug abuse and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program or online program. Proof of successful completion of the program must be submitted in writing to the school Activities Director. Failure to participate and successfully complete the approved chemical dependency program or online program may cause the participating student to be suspended from extra-curricular activities for the remainder of the school year. All costs associated with either program are to be borne by the student/parent or guardian. Students and/or parents interested in counseling programs to help deal with this issue are encouraged to obtain such information from the Counselor's and/or the Activities Director's office at the High School.

### **3. Subsequent Violations**

Upon finding of a subsequent violation, the student will be suspended from participating in the extra-curricular program and all school activities (including organizations and special events such as homecoming and prom) for 1 (one) calendar year. The first day of the suspension will be the day of the conference **between the student and administration**.

### Hazing

The School District of Seward believes that all individuals should be treated with respect and dignity. Students should be able to participate in school-sponsored programs in an environment free from any behavior that is intimidating, hostile, offensive, or dangerous. Students found to be in violation of this policy are subject to the Activity Code of Conduct, as well as all other applicable school policies.

### Nebraska Code 28-311.06 defining Hazing:

(1) For purposes of this section and section 28-311.07: (a) Hazing shall mean any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any organization as defined in subdivision (1)(b) of this section. Such hazing activity shall include whipping, beating, branding, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act which endangers the physical or mental health or safety of any person; and (2) It shall be unlawful to commit the offense of hazing. Any person who commits the offense of hazing shall be guilty of a Class II misdemeanor.

### Anabolic Steroids

A student who possesses, dispenses, delivers, or administers anabolic steroids shall be subject to the following sanctions: (Nebraska State Statute)

1. First Violation –The student shall be suspended from participating in the extra-curricular program and all school activities (including all organizations and special events such as prom) for 30 (thirty) school days. The first day of the suspension will be the day of the conference with the student.
2. Second or Any Subsequent Violation –The student shall be suspended from participating in the extra-curricular program and all school activities (including organizations and special events such as homecoming and prom) for 1 (one) calendar year. The first day of the suspension will be the day of the conference with the student.

#### Procedures for Extracurricular Discipline

Students may be suspended by the Principal or the Principal's designee from practices or participation in interscholastic competition or participation in extracurricular activities for violation of rules and standards of behavior adopted by the Seward Public Schools Board of Education or the administrative staff of the school. The following procedures will be followed with regard to suspension:

1. The school official(s) considering the suspension will make a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with school purpose.
2. Prior to the suspension, the student is to be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the school has, and be given the opportunity to explain the student's version of the facts.
3. If the student is not readily available to meet with the school official for this purpose before the suspension is to begin, then the suspension may be imposed at that time so long as the opportunity for the student to hear the charges and evidence and for the student to tell his or her side of the story occurs as soon as reasonably practicable. An effort to schedule a meeting for this purpose should be made by the student and the student's parent or guardian as well. Given the fact that extracurricular activity suspension actions at times need to be taken outside the regular school day, a telephone conference may be used to give the student the opportunity to provide the student's position.
4. Within two school days or such additional time as is reasonably necessary following the suspension, the Principal or Principal's designee will send a written statement to the student and the student's parents, or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reason for the action taken and the right to a hearing upon request on the specified charges.
5. An opportunity will be afforded the student, parents, or guardian of the student, at their request, to confer on an informal basis with regard with the school official who has imposed the suspension and to give that school official any further information in the student's defense.

6. If the student or student's parents or guardian are not satisfied with the determination of the school official, an informal hearing may be requested before the Superintendent. A form to request such a hearing must be signed by the parent or guardian will either be provided with the initial notice letter or be made available in the Principal's office. This request must be received by the building principal within five days of receiving the initial written notice of suspension.
7. If a hearing is requested, it shall be held within ten calendar days of the request. The Superintendent will notify the participants of the time and place of the hearing within five days of receiving the request. There will be no stay of the penalty imposed pending an appeal.
8. Upon conclusion of the hearing, a written decision will be rendered within five school days. The written decision will be mailed or otherwise delivered to the participant, parents or guardian. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the hearing itself) shall be kept by the school.
9. Nothing contained in this regulation shall prevent the participant, parents, guardian or representative from discussing and settling the matter with the appropriate school personnel at any stage.

## **Section 5 Academic Grade Standards for Activities Participation**

Participation in extra-curricular school activities is encouraged and desirable for all students. At the same time, the principal mission and responsibility for each student is to establish a firm academic foundation. A student participating in extra-curricular school activities must therefore:

### Maintain passing grades in all classes

Any student failing class(es) when grades are checked is ineligible to participate in extracurricular activities. Students who are academically ineligible cannot travel with any team, suit up for any event, or participate in any special school activity (such as homecoming or prom.) Activity practice is permitted, however, teachers or coaches/sponsors may require students to stay after school to complete missing work.

Eligibility is checked every week, usually on Monday, beginning the start of the third week of each term. If a student is ineligible, they may become eligible to participate by taking a grade sheet to all of their teachers to verify passing grades in all classes and return it to the office.

**Students must pass a minimum of 10 credit hours the prior quarter and 20 credit hours the prior semester to be eligible for any/all extracurricular activities.**

Eligibility requirements shall not apply to:

- (A) Instructional field trips, which are a part of the scheduled course learning experience;
- (B) Activities or events, which are a part of the students' grade requirements.

### Attendance and Academics

Student participants are expected to apply themselves academically by following these expectations:

1. Attend school regularly and show evidence of sincere effort towards scholastic Achievement.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests he/she should contact the coach or sponsor in advance.
3. Attendance, for the full day, the day of a contest is required to be eligible for the contest that day. Arrangements in advance for extenuating circumstances, such as doctor/dentist appointments, funerals or other activities, can be made with the building Principal in writing. Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day. This policy also applies to being eligible for daily practice.
4. Appearance: Participants will dress appropriately for the activity in which they are involved and will at all times maintain a neat, clean and well groomed appearance.

### **Section 6 Team Selection, Playing Time, Conflicts, and Transportation**

“Team selection” and “playing time” decisions are the responsibility of the individual coach or sponsor of the activity.

Consistent, however, with the purposes of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

1. Student participants must demonstrate that they can and will represent themselves and their school in a manner that reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.
2. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of these criteria include the student's: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.
3. At the freshmen level, the emphasis will be on fundamental skill development and teamwork. At the junior varsity level, the emphasis will be on preparation for varsity competition. However, coaches will determine the amount of playing time for individual athletes.
4. When the situation arises where a student is involved in two school activities and the schedules conflict, the administration will make the final determination in regards to which event the student will participate. Some of the factors that will be considered are: the level of competition ex. varsity versus non-varsity; importance of competition ex.

state versus districts versus conference versus regular season; the type of event ex. academic versus athletic; student's role on the team; coach or sponsor's input; student's input.

5. Students are expected to ride school transportation to and from all school-sponsored activities. **Missing the bus renders the student ineligible for the activity unless arrangements are made with the administration prior to bus departure.** Students wanting to ride home with parents should make arrangements ahead of time. Students may not drive themselves to activities unless pre-approved by the Administration.
6. Alternate transportation forms must be signed at least 24 hours in advance of the event. This option is to be used for unavoidable and uncontrollable conflicts. For example, a student is involved in two activities that are occurring on the same day with overlapping times may necessitate a parent driving the student from one event to the other.

#### General Lettering Criteria and Post-Season Awards

Lettering in a school activity is for those participants who have met stated levels of performance. These general considerations govern lettering in Seward activities:

1. The participant must be in good standing (member of the organization) at the end of the season to receive a letter.
2. Participants injured and who must drop out of a school activity, may be given special consideration.
3. Sponsors who believe there are special conditions or unusual situations (other than alcohol, tobacco or drug and/or criminal activity suspensions) for a participant s/he may letter that participant.
4. Students who participate in an activity for four years, may letter in that activity.
5. Students must participate in 25% of the varsity contests, innings, quarters... or score in **a Cross Country meet** or major Track and Field meet. Coaches may use discretion for seniors who have met all criteria with the exception of the participation requirement.
6. A student manager may receive a varsity letter at the discretion of the sponsor.
7. A sponsor may revoke a letter for disciplinary reasons.
8. A violation of team training rules prohibits an athlete from lettering.

#### **Section 7 Relationships Between Parents and Coaches/Sponsors**

Both parenting and coaching are very difficult vocations. By establishing an understanding between coaches and parents, both are better able to accept the actions of the other and provide a more positive experience for everyone.

Parents have the right to know the expectations placed on them and their children. Coaches and sponsors have the right to know that if parents have a concern, they will discuss it with the coach at the appropriate time and place. Following a contest is not an appropriate time or place for this conversation. Please abide by the standard 24 hour rule, do not make contact with the coach until 24 hours after the game/contest.

### Lines of Communication

Students are encouraged to visit with their coach/sponsor if they have questions about playing time or role on the team. If the student does not have their questions answered, the parent may contact the coach. The head coach is next level for communication. If an issue is still not resolved, the parent may request a meeting with the Activity Director. The chain of command will continue to the building principal followed by the superintendent.

### Parents' Role in Interscholastic Athletics and Other Extracurricular Activities Communicating with your children

1. Make sure that your children know that win or lose, scared or heroic, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.
2. Try your best to be completely honest about your child's athletic ability, competitive attitude, sportsmanship and actual skill level.
3. Be helpful but don't coach them. It's tough not to, but it is a lot tougher for the child to be flooded with advice and critical instruction.
4. Teach them to enjoy the thrill of competition, to be "out there trying," to be working to improve their skills and attitudes. Help them develop the feeling for competing, for trying hard, for having fun.
5. Try not to relive your athletic life through your child in a way that creates pressure. If they are comfortable with you win or lose, then they are on their way to maximum enjoyment.
6. Don't compete with the coach. If your child is receiving mixed messages from two different authority figures, he or she will likely become disenchanted.
7. Don't compare the skill, courage, or attitude of your child with other members of the team.
8. Get to know the coach(es). Then you can be assured that his or her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his or her leadership.
9. Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.

### Communicating with the coach

1. Communication you should expect from your child's coach includes:
  - a. Philosophy of the coach
  - b. Expectations the coach has for your child
  - c. Locations and times of all practices and contests
  - d. Team requirements
  - e. Procedure should your child be injured
  - f. Discipline that results in the denial of your child's participation
2. Communication coaches expect from parents
  - a. Concerns expressed directly to the coach
  - b. Notification of any schedule conflicts well in advance

- c. Specific concerns in regard to a coach's philosophy and/or expectations
- 3. Appropriate concerns to discuss with coaches:
  - a. The treatment of your child, mentally, and physically
  - b. Ways to help your child improve
  - c. Concerns about your child's behavior
  - d. Injuries or health concerns. Report injuries to the coach immediately!! Tell the coach about any health concerns that may make it necessary to limit your child's participation or require assistance of trainers. Students are sometimes unwilling to tell coaches when they are injured, so please make sure the coach is told.
- 4. Issues not appropriate to discuss with coaches:
  - a. Playing time
  - b. Team strategy
  - c. Play calling
  - d. Other student-athletes
- 5. Appropriate procedures for discussing concerns with the coaches:
  - a. Call to set up an appointment with the coach
  - b. Do not confront a coach before or after a contest or practice (these can be emotional times for all parties involved and do not promote resolution)
- 6. What should a parent do if the meeting with the coach did not provide satisfactory resolution?
  - a. Call the athletic director to set up a meeting with the athletic director, coach, and parent present.
  - b. At this meeting, an appropriate next step can be determined, if necessary.

## **Section 8 Good Sportsmanship—Behavior Expectations of Spectators**

Good sportsmanship is expected to be exhibited by all coaches, sponsors, students, parents and other spectators. The school can be punished by NSAA for a lack of good sportsmanship at NSAA sanctioned events. More importantly, activities are more enjoyable for the students when good sportsmanship is displayed.

### Responsibilities of Spectators Attending Interscholastic Athletics and Other Extracurricular Activities

1. Show interest in the contest by enthusiastically cheering and applauding the performance of both teams.
2. Show proper respect for opening ceremonies by standing at attention and remaining silent when the National Anthem is played.
3. Understand that a ticket is a privilege to observe the contest, not a license to verbally attack others, or to be obnoxious. Maintain self-control.
4. Do not "boo," stamp feet, or make disrespectful remarks toward players or officials.
5. Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
6. Know that noise makers of any kind are not proper for indoor events.

7. Obey and respect officials and faculty supervisors who are responsible for keeping order. Respect the integrity and judgment of game officials.
8. Stay off the playing area at all times.
9. Do not disturb others by throwing material onto the playing area.
10. Show respect for officials, coaches, cheerleaders and student-athletes.
11. Pay attention to the half-time program and do not disturb those who are watching.
12. Respect public property by not damaging the equipment or the facility.
13. Know that the school officials reserve the right to refuse attendance of individuals whose conduct is not proper.

#### **NOTICE OF NON-DISCRIMINATION**

The School District of Seward does not discriminate on the basis of race, color, national origin, gender, marital status, disability, or age or in admission or access to, or treatment of employment or educational programs and activities. Any person having inquiries concerning The School District of Seward's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Superintendent Greg Barnes, in writing at 410 South St., Seward, Nebraska or by telephone at (402) 643-2941. Any person may also contact the Office for Civil Rights, U.S. Department of Education, in writing at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114-3302 or by telephone at (816) 268-0550, regarding compliance with the regulations implementing Title VI, Title IX, or Section 504.

#### **Section 9 Nebraska School Activities Association Concussion Guidelines/ Recommendations**

Concussion has been reported to account for approximately 4-5% of all injuries in high school sports. Football is the most common sport for concussion. Although most concussions are short lived, experience has shown that if a second injury occurs during the recovery phase of the initial injury, a phenomenon known as the "second-impact syndrome" can occur. This second injury can occur from a very minor blow which under normal circumstances might not cause injury at all. Although uncommon, the second-impact syndrome is often fatal and if an individual survives they are rarely neurologically normal. This abnormal mental state usually remains for life. The second-impact syndrome has only been described in athletes younger than 20 years old (except in boxers). These recommendations are offered with the goal of reducing the potential for serious neurologic/ brain injury in Nebraska high school athletes.

Concussion/ mild traumatic brain injury (mTBI) can be defined as a brief and usually short lived neurological impairment, which occurs after a direct or indirect blow to the head or body. The impairment is often immediate, and symptoms typically resolve spontaneously. Acute clinical symptoms represent a functional disturbance rather than a structural injury to the brain. The clinical symptoms that occur may or may not include loss of consciousness. Typical signs and symptoms of concussion include confusion, headache, and amnesia. More subtle problems may include difficulties with concentration and attention, behavioral changes, and ataxia (inability to coordinate the muscles in voluntary movement).



**When a player shows ANY sign or symptom of a concussion:**

1. Perform an on-field mental status evaluation.
2. The player should not be allowed to return to play in the current game or practice.
3. The player should not be left alone; and regular monitoring for deterioration is essential over the initial few hours following injury.
4. The player should be medically evaluated (by an appropriate health care provider) following the injury.
5. Return to play should follow a medically supervised stepwise process.

A player should never return to play while symptomatic. "When in doubt, sit them out!"

**Return to Play Protocol**

The majority of injuries will be simple concussions and such injuries recover spontaneously over several days. In these situations, it is expected that an athlete will proceed rapidly through the stepwise return to play strategy.

During this period of recovery in the first few days following an injury, it is important to emphasize to the athlete that physical AND cognitive rest is required. Activities that require concentration and attention may exacerbate the symptoms and result in a delayed recovery. This concept of "cognitive rest" appears to be of significant importance in student athletes.

*The return to play following a concussion follows a stepwise process:*

1. No activity, complete rest. Once asymptomatic, proceed to step 2.
2. Light aerobic exercise such as walking or stationary cycling, no resistance training.
3. Sport specific exercise (e.g., running) or progressive addition of resistance training.
4. Non-contact training drills.
5. Full contact training after medical clearance.
6. Game play.

With this stepwise progression, the athlete should continue to proceed to the next level if asymptomatic at the current level. If any post-concussion symptoms occur, the patient should drop back to the previous asymptomatic level and try to progress again after 24 hours.

In cases of complex concussion, the rehabilitation will be more prolonged and return to play advice should be more circumspect. It is recommended that complex cases be managed by physicians with a specific expertise in the management of such injuries.

An additional consideration in return to play is that concussed athletes should not only be symptom free but also should not be taking any pharmacological agents/ medications that may affect or modify the symptoms of concussion.

Neuropsychological testing is being used more frequently as a clinical assessment tool and provides objective measurement of cognitive function. Cognitive function may be impaired despite resolution of symptoms. Ideally, neuropsychological testing would be compared with pre-injury baseline testing.

Injuries where outside treatment/care is sought will require a medical clearance to return to competition.

#### REFERENCES:

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McCrary P, et.al.: Summary and agreement statement of the 2nd international conference on Concussion in sport, Prague 2004. Clin J Sport Med. 2005;15(2):48-55

## **NSAA/SEWARD HIGH SCHOOL ACTIVITY PARTICIPATION FORMS (See Appendix)**

1. Seward Public Schools Adult Code of Conduct
2. Seward High School STUDENT & PARENT CONSENT FORM For InterScholastic Participation
  - a. STUDENT & PARENT CONSENT SIGNATURE FORM – MUST BE RETURNED PRIOR TO PRACTICE
3. NSAA Student & Parent Consent Form
4. NSAA Guide for Students “Guarding your Eligibility”
5. PRE-PARTICIPATION PHYSICAL FORMS
  - a. PRE-PARTICIPATION PHYSICAL EVALUATION (HISTORY FORM) – STAYS WITH PHYSICIAN
  - b. PRE-PARTICIPATION PHYSICAL EVALUATION (EXAM FORM) – STAYS WITH PHYSICIAN
  - c. PRE-PARTICIPATION PHYSICAL EVALUATION (CLEARANCE FORM – MUST BE RETURNED TO SHS BEFORE STUDENT WILL BE ALLOWED TO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES)

## **Section 10 Varsity Sports Seasons**

All interscholastic sports are divided into three seasons--fall, winter, and spring. The divisions of sports, the date of the first allowed organized practice, and the closing date of the season shall be as follows. No individual shall participate simultaneously in more than one sport per season. Athletes are not allowed to participate in activities outside the school while involved in the same

activity in school. Cross Country/Road Races are specific examples. (Dates subject to changes)

| <b>FALL</b>      | <b>FIRST DAY OF PRACTICE</b> | <b>CLOSE OF SEASON</b>      |
|------------------|------------------------------|-----------------------------|
| Cross-Country    | August 10                    | State Meet Oct. 23          |
| Football         | August 10                    | State Finals Nov. 24        |
| Girls Golf       | August 10                    | State Meet Oct. 12-13       |
| Volleyball       | August 10                    | State Meet Nov. 5-7         |
| Softball         | August 10                    | State Meet Oct. 14-16       |
| <b>WINTER</b>    | <b>FIRST DAY OF PRACTICE</b> | <b>CLOSE OF SEASON</b>      |
| Girls Basketball | November 16                  | State Tourney Mar. 4-6      |
| Boys Basketball  | November 16                  | State Tourney March 11-13   |
| Wrestling        | November 16                  | State Meet Feb 18-20        |
| <b>SPRING</b>    | <b>FIRST DAY OF PRACTICE</b> | <b>CLOSE OF SEASON</b>      |
| Boys Golf        | March 1                      | State Meet May 26-27        |
| Track            | March 1                      | State Meet May 21-22        |
| Soccer           | March 1                      | State Meet May 12-15, 17-18 |
| Baseball         | March 1                      | State Meet May 15, 17-20    |

## Section 11 Activity Participant Fees

1. All students participating in activities will be required to purchase a full year activity pass. This activity pass admits the student without charge to most regular season home activities during the school year. Exceptions include tournaments, the musical, and any Central Conference or NSAA District/State tournaments hosted by Seward High School. The cost of the pass to activity participants is \$20. The Activity Pass must be purchased prior to the student's participation in activities.
2. Students will be charged a participation fee of \$20 if they are involved in one or more NSAA sponsored activities during the school year. This fee will be placed in the student activity participation account for use at the discretion of the district for activity related expenses incurred by the district. The Activity Participation fee needs to be paid prior to the student's participation in activities.

# State and Federal Programs

## Section 1 Notice of Nondiscrimination

The Seward Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status in the admission, access to its facilities or programs or activities, treatment, or employment.

## Section 2 Designation of Coordinators

Any person having concerns or needing information about the District's compliance with anti-discrimination laws or policies should contact the District's designated Coordinator for the applicable anti-discrimination law.

| Law, Policy or Program                                                            | Issue or Concern                                                                     | Coordinator    |
|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|----------------|
| Title VI                                                                          | Discrimination or harassment based on race, color, or national origin; harassment    | Superintendent |
| Title IX                                                                          | Discrimination or harassment based on sex; gender equity                             | Superintendent |
| Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA) | Discrimination, harassment or reasonable accommodations of persons with disabilities | Superintendent |
| Homeless student laws                                                             | Children who are homeless                                                            | Superintendent |
| Safe and Drug Free Schools and Communities                                        | Safe and drug free schools                                                           | Superintendent |

The Coordinator may be contacted at: Superintendent, 410 South Street, Seward, Nebraska 68434, telephone number (402) 643-2941.

### **Section 3 Anti-discrimination & Harassment Policy**

Elimination of Discrimination. The Seward Public Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

#### Preventing Harassment and Discrimination of Students.

**Purpose:** Seward Public Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, Seward Public Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the workplace and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status, is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the workplace, classroom or educational environment.

***Sexual harassment may exist when:*** Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;

Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time.

The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or

educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

**Complaint and Grievance Procedures:** Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of Seward Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

#### **Section 4 Multicultural Policy**

The philosophy of the District's multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races (including but not be limited to African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans) and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races. The mission shall also include preparing students to eliminate stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

#### **Section 5 Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973**

The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs

- without discrimination because of his/her disability
2. Have the school district advise you of your rights under federal law.
  3. Receive notice with respect to identification, evaluation or placement of your child.
  4. Have your child receive a free appropriate public education.
  5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
  6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
  7. Have transportation provided to and from an alternative placement setting (if The setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
  8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
  9. Examine all relevant records relating to decisions regarding your child's Identification, evaluation and placement.
  10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent.)
  11. File a local grievance.

## **Section 6 Notification of Rights Under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff

member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

### **Notice Concerning Directory Information**

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's date of birth and place of birth;
6. Student's extra-curricular participation;
7. Student's achievement awards or honors;
8. Student's weight and height if a member of an athletic team;
9. Student's photograph; and
10. School or school district the student attended before he or she enrolled in Seward Public Schools.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two (2) weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.



The District may disclose information about former students without meeting the conditions in this section.

The District's policy is for education records to be kept confidential except as permitted by the FERPA law, and the District does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District does not either approve or disapprove such teaching practices, and designates such student work as directory information and/or as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

Notice Concerning Designation of Law Enforcement Unit: The District designates the Seward Police Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

### **Section 7 Notice Concerning Disclosure of Student Recruiting Information**

The No Child Left Behind Act requires that the District provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that the District not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. The District will comply with any such request.

### **Section 8 Notice Concerning Staff Qualifications**

The No Child Left Behind Act gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, the District will give parents/guardians the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, the District will give timely notice to you if your child has been assigned, or has been

taught for four (4) or more consecutive weeks by a teacher who does not meet the requirements of the Act.

## **Section 9 Student Privacy Protection Policy**

It is the policy of Seward Public Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Right of Parents to Inspect Instructional Materials: Parents have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance

with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" for purposes of this policy means individually identifiable information about a student including: a student or parent's first and last name, home address, telephone number, and social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The District provides parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after

any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act ).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be “sensitive” for purposes of this policy:

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental or psychological problems of the student or the student’s parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student’s parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

## **Section 10 Parental Involvement Policies**

### **A. General - Parental/Community Involvement in Schools:**

Seward Public Schools welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is the District's policy to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children. Policies and regulations are established to protect the emotional, physical and social well-being of all students.

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to support the implementation of district policies and regulations.
3. Parents are encouraged to monitor their student's progress by reviewing quarterly report cards and attending parent-teacher conferences.
4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.
5. Parents are provided access to records of students according to law and school policy.
6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parents' continued attendance at such activities will be based on the students' well-being.
7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
8. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.
9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.
10. Parents are invited to express their concerns, share their ideas and advocate for their children's education with board members, administrators and staff.
11. School district staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

- B. Title I Parental Involvement Policy: The District's Title I Parental Involvement Policy is established in compliance with the No Child Left Behind Act. The District has a parental involvement policy applicable to parents of all children. The parental involvement policy applicable to parents of all children is not replaced by this Title I Parental Involvement Policy and shall continue to be applicable to all parents, including parents participating in Title I programs.

It is the policy of the District to implement programs, activities, and procedures for the involvement of parents in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

*Expectations for Parental Involvement:* It is the expectation of the District that parents of participating children will have opportunities available for parental involvement in the programs, activities, and procedures of the District's Title I program. The term "parental involvement" means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—(A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental involvement policy. The District intends to meet this expectation through the following activities:

1. Involving parents in the joint development of the District's Title I plan and the processes of school review and school improvement.
2. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
3. Building the schools' and parents' capacity for strong parental involvement.
4. Coordinating and integrating parental involvement strategies under Title I with parental involvement strategies under other programs.
5. Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents in Title I programs, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies of the District.
6. Involving parents in the activities of the schools served under Title I.

Policy Involvement:

Each school served under the Title I program will:

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under the Title I program and to explain the requirements of the Title I program.
2. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental involvement in such meetings by offering transportation, child care, or home visits.
3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
4. Provide parents of participating children: (1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
5. If the District operates a school-wide program under Title I and such plan is not satisfactory to the parents of participating children, submit any parental comments on the plan when the school makes the plan available to the District.

Shared Responsibilities for High Student Academic Achievement:

As a component of the District's parental involvement policy, each school served under the Title I program will jointly develop with parents for all children served under the Title I program a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Such compact shall: (1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum: (i) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; (ii) frequent reports to parents on their children's progress; and (iii) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

Building Capacity for Involvement:

To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District: (1) shall provide assistance to participating parents, as appropriate, in understanding such topics as the State's

academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand; (6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; (9) may train parents to enhance the involvement of other parents; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation; (11) may adopt and implement model approaches to improving parental involvement; (12) may establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (14) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

Accessibility:

In carrying out the parental involvement activities for this Title I Parental Involvement policy, the District shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Title I in a format and, to the extent practicable, in a language such parents understand.

Use, Distribution, and Updating of this Policy:

This Title I Parental Involvement Policy shall be incorporated into the District's Title I plan, shall be distributed to parents of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and the school.



## **Section 11 Homeless Students Policy**

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

No Stigmatization or Segregation of Homeless Students: It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

Homeless Coordinator: The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for which they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

Enrollment of and Services to Homeless Children: A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian as provided in Nebraska Rule 19.

If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. The process to resolve disputes concerning the enrollment or placement of a homeless child or youth is as follows:

1. The district shall provide a written response and explanation of a decision regarding any complaint or dispute of a parent, guardian or other person having legal or actual charge or control of a homeless child or youth within thirty (30) calendar days of the time such complaint or dispute is brought;
2. The enrollment of the homeless child or youth in the school where enrollment is sought during the time such dispute is being considered;
3. And notice of the right to appeal as provided in Nebraska Rule 19.

Any parent, guardian or other person having legal or actual charge or control of a homeless child or youth that is dissatisfied with the decision of a school district after the dispute resolution process may file an appeal with the Commissioner of the Nebraska Department of Education within thirty (30) calendar days of receipt of the decision. Such appeals are informal and shall be submitted to the Commissioner in writing, as outlined in Nebraska Department of Education Rule 19, Section 005.03. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the District, and the homeless child continues to live in the District, transportation to and from the school of origin shall be provided by the District; and (2) if the homeless child lives in a school other than the District, but continues to attend the [Name] Public Schools based on it being the school of origin, the new school and [Name] Public Schools shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

## **Section 12 Breakfast and Lunch Programs**

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price.

**Food Service Prices: • Lunch: HS \$2.85**

Seward Public Schools has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction. Seward Public Schools provides the United States Department of Agriculture required nondiscrimination statement:

In accordance with Federal civil rights law and US Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, officers, employees, and institutions

participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA.

Those students wishing to participate in the free and reduced lunch/breakfast program must turn in their application to the district office.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact the USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html) and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To Request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: US Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Ave, SW  
Washington D.C. 20250-9410
2. Fax: (202) 690-7442
3. Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

The school food authority assures the State Department of Education that the school system will uniformly implement the following policy to determine children's eligibility for free and reduced price meals in all National School Lunch Programs. In fulfilling its responsibilities the school food authority:

1. Agrees to serve meals free to children from families whose income meets eligibility guidelines.
2. Agrees to serve meals at a reduced price to children from families whose income falls between free meal scale and the poverty guidelines.
3. Agrees to provide these benefits to any child whose family's income falls within the criteria in Attachment A after deductions are made for the following special hardship conditions which could not reasonably be anticipated or controlled by the household: Unusually high medical expenses; shelter costs in excess of 30 percent of reported income; special education expenses due to the mental or physical condition of a child; disaster or casualty losses.
4. In addition, agrees to provide these benefits to children from families who are experiencing strikes, layoffs and unemployment which cause the family income to fall within the criteria set forth in federal guidelines.
5. Agrees there will be no physical segregation of, nor any other discrimination against, any child because of his inability to pay the full price of the meal. The names of the children eligible to receive free and reduced price meals shall not be published, posted or announced in any

manner and there shall be no overt identification of any such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for free or reduced price meals shall not be required to: Work for their meals; use a separate lunch room; go through a separate serving line; enter the lunchroom through a separate entrance; eat meals at a different time; or eat a meal different from the one sold to children paying the full price.

6. Agrees in the operation of child nutrition programs, no child shall be discriminated against because of race, sex, color, or national origin.
7. Agrees to establish and use a fair hearing procedure for parental appeals to the school's decisions on applications and for school officials' challenges to the correctness of information contained in an application or to be continued eligibility of any child for free or reduced price meals. During the appeal and hearing the child will continue to receive free or reduced priced meals. A record of all such appeals and challenges and their dispositions shall be retained for three (3) years. Prior to initiating the hearing procedures, the parent or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing. The hearing procedure shall provide the following:
  - a. A publicly-announced, simple method for making an oral or written request for a hearing.
  - b. An opportunity to be assisted or represented by an attorney or other person.
  - c. An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
  - d. Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.
  - e. An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference.
  - f. An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.
  - g. The hearing be conducted and the decision made by a hearing official who did not participate in the decision under appeal or in any previous conference.
  - h. The parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official.
8. Agrees to designate the Superintendent to review applications and make determinations of eligibility. This official will use the criteria outlined in this policy to determine which individual children are eligible for free or reduced price meals.
9. Agrees to develop and send to each child's parent or guardian a letter as outlined by State Department of Education including an application form for free or reduced price meals at the beginning of each school year. Applications may be filed at any time during the year. All children from a family will receive the same benefits.

The following information will be available in the office of the Superintendent:

- Eligibility criteria for free and reduced meals
- Parent letter and application
- Public release
- Collection procedure

### **Section 13 Asbestos Management Plan**

Federal law requires districts to have an asbestos management plan for all of its buildings—owned or leased—and to update it periodically, among other requirements for inspections and training if staff work in buildings which contain or may contain asbestos. The asbestos plan for the high school can be found at the Seward Maintenance Office located at 2401 Karol Kay Blvd. Seward, NE 68434

# Appendix

Acknowledgement of Parent-Student Handbook  
Chromebook Loan Agreement/Acceptable Use Form  
Seward Alternative Education Center (SAEC) Student Application  
Seward Alternative Education Center (SAEC) Parent Application  
Seward Public Schools Adult Code of Conduct  
Seward High School Activities Consent Form  
Nebraska School Activity Association ("NSAA") Student and Parent Consent Form  
NSAA Guidelines for Student Activities  
Physical Forms

## Receipt of Student-Parent Handbook

The Student-Parent Handbook of Seward High School is available on the internet at [www.sewardpublicschools.org](http://www.sewardpublicschools.org).

Because of the expense of printing the handbooks, we are asking that you consider using the internet to access and review the 2020-2021 Student Parent Handbook. Using the internet to access the handbook will allow the district to direct printing dollars to instructional needs and eliminate the need for you to search for your handbook when you have questions throughout the year.

- ☐ **Thank you for providing the 2020-2021 Student-Parent Handbook online. I will review it on the internet. My signed receipt below acknowledges receipt of the Handbook in a satisfactory manner via the internet.**
- ☐ **I prefer a paper copy of the Handbook.**

\_\_\_\_\_  
Name

This signed receipt acknowledges receipt of the 2020-2021 Student-Parent Handbook of Seward High School. It is understood that the handbook contains student conduct and discipline rules information about Safe and Drug-Free Schools, 1:1 Chrome Initiative and Extracurricular Activities and that the undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used to respond to harassment or discrimination.

Parent Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

# Chromebook Loan Agreement/Acceptable Use Form

## Parent Responsibilities

Your son/daughter has been issued a Chromebook to improve and personalize his/her education this year. It is essential the following guidelines be followed to ensure the safe, efficient, and ethical operation of this Chromebook.

- I will supervise my sons/daughters use of the Chromebook at home.
- I will discuss our family values and expectations regarding use of the Internet and email at home and will supervise my sons/daughters use of the Internet and email.
- I will not attempt to repair or alter the Chromebook.
- I will report to the school any problems with the Chromebook.
- I understand if my son/daughter comes to school without his/her Chromebook, they will be held accountable according to the student handbook.
- I agree to make sure the Chromebook is returned to the school when requested and upon my sons/ daughters withdrawal from Seward Public Schools.
- I have read and understand the expectations related to the Chromebook 1-to-1 learning initiative in the Seward High School Student/Parent Handbook.

## Student Responsibilities

Your chromebook is an important learning tool and is for educational purposes only. In order to take your Chromebook home each day, you must be willing to accept the following responsibilities:

- When using the Chromebook at home, at school, and anywhere else I may take it, I will follow the policies and student handbook of the Seward Public Schools and abide by all local, state, and federal laws.
- I will treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- My Chromebook is my responsibility and I will properly care for it at all times.
- I will not load inappropriate material on the Chromebook.
- I will honor my family values when using the Chromebook.
- I will not give personal information when using the Chromebook.
- I will bring the Chromebook to school every day with the battery fully charged.
- I agree email (school), or any other Chromebook communication should be used only for appropriate, legitimate, and responsible communication.
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.
- I will clean my Chromebook using only appropriate cleaning solution suggested by the school tech department.
- I will return the Chromebook when requested and upon my withdrawal from Seward Public Schools.
- I will keep the Chromebook in its protective case at all times.
- I have read and understand the expectations related to the Chromebook 1-to-1 learning initiative in the Seward High School Student/Parent Handbook.

Seward Public Schools is NOT RESPONSIBLE, NOR LIABLE for and disclaims any liability arising from any injury or damage caused by or stemming from unauthorized access to the network, inappropriate use of unauthorized or authorized use of the network. The student and the student's parents/guardians, by submitting to the Acceptable Use Policy through your signature, agree to waive Seward Public Schools from any liability for physical or emotional harm or damage to a student that is caused by or related to the inappropriate use of technology.

By signing this form, you are agreeing to this Chromebook Loan Agreement and Acceptable Use Form.

Parent Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_



## **Seward Alternative Education Center Student Application**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

### **Seward Alternative Education Center (SAEC) Expectations**

#### **I will...**

- \_\_\_ follow all High School/Middle School and SAEC rules.
- \_\_\_ follow the Attendance Policy while enrolled at the SAEC
- \_\_\_ follow the District's Tobacco/Alcohol/Drug Policy while on School District of Seward property.
- \_\_\_ choose to take responsibility for my learning.
- \_\_\_ come to class prepared with books, worksheets, and a pen or pencil.
- \_\_\_ work on assignments during class.
- \_\_\_ show respect toward staff and fellow students at all times.
- \_\_\_ use appropriate language while on school property.

**The staff wants every day and every minute in school to be a positive one; because of this, you may be asked to leave for the day when classroom expectations are not met. This will count as an absence and you may be asked to return to school with a parent for a meeting with the staff. This will allow for clear communication on classroom expectations, along with an update on your current progress. This is designed to protect the learning environment of the other students.**

#### **Employment Record**

Name of Employer: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Employment Dates: \_\_\_\_\_

Describe your responsibilities:

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I have read and understand the handbook for Seward High School and the specific rules for SEAC. I agree to follow school policies and meet the Seward Alternative Education Center's expectations as defined on this application.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**This form needs to be signed and returned on a yearly basis.**

## **Seward Alternative Education Center Parent Application**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

As a parent/guardian, I understand that my support in the education of my child is extremely important. I agree to:

1. Attend two parent/teacher conferences annually.
2. Provide a quiet place in my home for study time.
3. Review my student's progress weekly.
4. Communicate with SAEC staff as needed in order to assure academic success.

I have read and understand the SHS Handbook and SHS Alternative School Rules and Procedures.

\_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_ Date

**This form needs to be signed and returned on a yearly basis.**

## Seward Public Schools Adult Code of Conduct

Athletic programs play an important role in promoting the physical, social, and emotional development of our children. It is essential for parents/guardians to encourage athletes to embrace the values of good sportsmanship. In order to do this, adults involved or attending athletic events should be models of good sportsmanship and should lead by example by demonstrating fairness, respect and self control.

- I therefore pledge to be responsible for my words and actions while attending a Seward Public School event and will conform my behavior to the following Code of Conduct.
- I/we will encourage good sportsmanship by demonstrating positive support for all players, cheerleaders, coaches and officials at every game, meet, practice or other event.
- I/we will place the emotional and physical well-being of my athlete ahead of my personal desire to win.
- I/we will support coaches and officials working with my athlete(s), in order to encourage a positive and enjoyable experience for all.
- I/we will demand a sports environment free from drugs, tobacco, and alcohol and will refrain from use at all athletic activities.
- I/we remember that the activity is for the athletes--not the ADULTS.
- I/we will do my/our best to make the activity fun for the athletes.
- I/we will ask my athlete to treat other players, cheerleaders, coaches, fans, parents and officials with respect regardless of race, creed, sex or ability.
- I/we agree not to deliberately incite or participate in "unsportsmanship like" conduct at any athletic event.
- I/we agree not to use abusive or profane language at any time at any athletic event.
- I/we agree not to criticize, belittle, antagonize, berate, or otherwise incite the opposing team, its players, coaches, cheerleaders or fans by word of mouth or gestures.
- I/we agree not to criticize, belittle, antagonize, berate, or otherwise incite the opposing team, its players, coaches, cheerleaders or fans by the use of social media (e.g., Facebook, Snapchat, Twitter, etc.).
- I/we agree to accept decisions of the game officials, judges, as being fair and called to the best of their ability.
- I/we agree to follow the proper chain of command when having a complaint or voicing my opinion regarding a concern within the Seward athletic program. The chain is:
  - A. Coach
  - B. Head Coach/Cheer Director
  - C. Activities Director
  - D. Request a meeting with the Administration.
- I/we agree to take responsibility for any actions that violate this code of conduct by a guest or relative attending a Seward activity event.
- I/we understand that any act of disrespect from a parent/fan directed towards game officials/judges, players or coaches, fans from either team or creating a disturbance either in the stands or on the playing field may result in an ejection from the contest and suspension for a longer period of time from Seward activities.
- I/we understand by signing this we have read this Code of Conduct and understand what it means to be a good role model for Seward athletes.

Name(s) \_\_\_\_\_ Date \_\_\_\_\_

Name(s) \_\_\_\_\_ Date \_\_\_\_\_

# Seward High School Student And Parent Consent Form

## For Interscholastic Participation

I, \_\_\_\_\_ (**Student's Name**) request to participate in Seward High School interscholastic activities in the 2020-2021 school year. In making this request, Student states: This application to participate in interscholastic activities for the Seward High School is entirely voluntary on my part. I have read the eligibility rules and regulations of the Nebraska School Activities Association and the rules and regulations of Seward High School. I am not in violation of such rules.

(I am)(We are) the Student's parent or guardian ("Parent") and hereby give consent for the Student to participate in Seward High School interscholastic activities in the 2020-2021 school year.

Parent and Student hereby give the following statements, agreements and consents:

**WARNING OF RISK:** I realize that participation involves the potential for injury which is inherent in all interscholastic activities. Even with the protective equipment, safety rules and instruction and direction of coaches and sponsors that are provided, injuries are still a possibility. The severity of such injury can range from minor cuts, bruises, sprains, and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord, and on rare occasions, injuries so severe as to result in total disability, paralysis and death. *I acknowledge that I have read and understand this warning.*

**MEDICAL:** Parent is responsible for any professional medical and/or related services; the school shall not be liable for payment of such services. Parent and Student give permission to any and all of the Student's health care providers to release and discuss all records and information such health care providers may have about Student (including otherwise confidential medical information and records) to Seward High School and its employees, staff, agents, and consultants. Parent and Student further give permission to Seward High School, its employees, staff, agents, and consultants, to release and discuss all records and information it has (including otherwise confidential medical information or records) to Student's health care providers and to others as Seward High School may determine appropriate for the purposes of determining activity eligibility, fitness or injury status, or to respond to an emergency.

**INSURANCE:** I acknowledge that insurance coverage is recommended for all participants. The expense of insurance coverage is Parent's responsibility. Information regarding insurance is available in the Athletic

Director's office.

**INJURY REPORTING:** Parent and Student agree to report to coaches and trainers any injury whatsoever suffered by Student before, during or after the season, practice or games, whether such injury occurred as a part of participation in the extra-curricular activity, or outside of such activity.

**ELIGIBILITY RULES:** The major rules and regulations governing Student's eligibility to participate in interscholastic activities have been disclosed to Student and Parent. I have read the Nebraska School Activities Association rules of eligibility for participation in interscholastic activities, including the parent domicile, student transfer and scholastic rules. I understand that activity participants must be enrolled in at least 20 hours per week, be regular in attendance, and have on school records a minimum of 20 hours credit for the immediate preceding semester. Seward High School includes additional eligibility requirements as set forth in the Student-Parent Handbook.

**TRANSPORTATION:** I understand the activity may be conducted at a location other than Seward High School. In some instances Seward High School will not provide transportation to the activity. In such cases transportation to the site is the responsibility of Parent and Student. I understand that Seward High School is not responsible when Student is provided transportation by a private vehicle driven by others.

**GOOD SPORTSMANSHIP:** I understand good sportsmanship is essential to the success of the activity program. A failure to follow the principles of good sportsmanship or other inappropriate behavior may result in removal from the contest and may result in suspension from attending future contests or

activities.

**RELEASE OF INFORMATION:** I consent to academic information including grade point average, class rank and any academic awards/recognition received by Student to be released. Most typically this information will be used for the purpose of recognizing excellence in both athletics and academics and released for publication in newspapers, school publications and for awards banquets or assemblies, all-conference or all-state awards.

**UNIFORM/EQUIPMENT RETURN:** I agree to return all uniforms and equipment issued to me promptly on request and upon the ending of my participation in good condition; subject to wear and tear that occurs from normal use. I accept financial responsibility for the return of items assigned to Student and agree to reimburse the school the actual replacement value of the items in the event that they are not returned or are damaged, and for cost of repairs if they can be repaired. I understand that failure to reimburse the school in a timely fashion could affect extracurricular activity eligibility.

**ACTIVITY CODE:** The Seward High School Student-Parent Handbook includes an

Activity Code that sets out rules of behavior. Student agrees to comply with the Activity Code. In the event I am uncertain as to whether particular behavior or conduct would violate the Activity Code, I understand that I should ask the Athletic Director for advice before engaging in the behavior or conduct. I agree that participation in extracurricular activities is a privilege that may be denied by suspension or other discipline if Student does not comply with the Activity Code.

I agree that the Activity Code is a set of school rules and are not to be interpreted the same way as a criminal code. As such, I agree that the rules are subject to interpretation by school officials. I also agree that school officials may determine that a violation of the Activity Code has occurred when school officials reasonably determine from whatever information they find credible that the Student engaged in the conduct in question. School officials may determine that a violation of the Activity Code has occurred even though a criminal charge related to the conduct is still pending and even if Student has been found not guilty or the criminal charge has been otherwise dismissed.

---

(Signature of Parent/Guardian)

Date: \_\_\_\_\_

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(Signature of Student)

Date: \_\_\_\_\_

## Nebraska School Activities Association ("NSAA") Student and Parent Consent Form

School Year: 20\_\_\_\_-20\_\_\_\_ Member School: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

The undersigned(s) are the Student and the parent(s), guardian(s), or person(s) in charge of the above named Student and are collectively referred to as "Parent".

The Parent and Student hereby:

(1) Understand and agree that participation in NSAA sponsored activities is voluntary on the part of the Student and is a privilege;

(2) Understand and agree that (a) by this Consent Form the NSAA has provided to the Parent and Student of the existence of potential dangers associated with athletic participation; (b) participation in any athletic activity may involve injury of some type; (c) the severity of such injury can range from minor cuts, bruises, sprains, and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord, and on rare occasions, injuries so severe as to result in total disability, paralysis and death; and, (d) even the best coaching, the use of the best protective equipment and strict observance of rules, injuries are still a possibility;

(3) Consent and agree to participation of the Student in NSAA activities subject to all NSAA by-laws and rules interpretations for participation in NSAA sponsored activities, and the activities rules of the NSAA member school for which the Student is participating;

(4) Consent and agree to (a) the disclosure by the Member School at which the Student is enrolled to the NSAA, and subsequent disclosure by the NSAA, of information regarding the Student, including the student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports, weight and height as a member of athletic teams, degrees, honors and awards received, statistics regarding performance, records or documentation related to eligibility for NSAA sponsored activities, medical records, and any other information related to the Student's participation in NSAA sponsored activities; and, (b) the Student being photographed, video taped, audio taped, or recorded by any other means while participating in NSAA activities and contests, consent to and waive any privacy rights with regard to the display of such recordings, and waive any claims of ownership or other rights with regard to such photographs or recordings or to the broadcast, sale or display of such photographs or recordings.

I acknowledge that I have read paragraphs (1) through (4) above, understand and agree to the terms thereof, including the warning of potential risk of injury inherent in participation in athletic activities.

DATED this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

\_\_\_\_\_  
Name of Student [Print Name]

\_\_\_\_\_  
Student Signature

(I am)(We are) the Student's [circle appropriate choice] (Parent) (Guardian). (I)(We) acknowledge that (I)(We) have read paragraphs (1) through (4) above, understand and agree to the terms thereof, including the warning of potential risk of injury inherent in participation in athletic activities. Having read the warning in paragraph (2) above and understanding the potential risk of injury to my Student, (I)(we) hereby give (my)(our) permission for \_\_\_\_\_ [insert student name] to practice and compete for the above named high school in activities approved by the NSAA, **except those crossed out below:**

|          |          |           |                 |            |                 |
|----------|----------|-----------|-----------------|------------|-----------------|
| Baseball | Golf     | Tennis    | Play Production | Basketball | Swimming/Diving |
| Track    | Football | Speech    | Cross Country   | Soccer     | Volleyball      |
| Music    | Softball | Wrestling | Debate          | Journalism |                 |

DATED this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

\_\_\_\_\_  
Parent [Print Name]

\_\_\_\_\_  
Parent Signature



## **Guard Your Activities Eligibility–2020-2021**



**IN ORDER TO REPRESENT A NEBRASKA HIGH SCHOOL IN INTERSCHOLASTIC ACTIVITIES COMPETITION, A STUDENT MUST ABIDE BY ELIGIBILITY RULES OF THE NEBRASKA SCHOOL ACTIVITIES ASSOCIATION. A SUMMARY OF THE MAJOR RULES IS GIVEN BELOW. CONTACT THE PRINCIPAL OR ACTIVITIES DIRECTOR FOR AN EXPLANATION OF THE COMPLETE RULE.**

**2.2.1-**Student must be a bonafide student of their member school and have not graduated from any high school.

**2.2.2-**After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership beginning with his/her enrollment in grade nine.

**2.3-**Student is ineligible if nineteen years of age before August 1 of current school year. (Student in grades 7 or 8 may participate on a high school team if he/she was 15 years of age prior to August 1 of current school year.)

**2.4.1-**Student must be enrolled in some high school on or before the eleventh school day of the current semester.

**2.5.1-**Student must be continually enrolled in at least twenty credit hours per semester and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.

**2.5.2-**Student must have been enrolled and received twenty hours in school the immediate preceding semester.

**2.6.2.1-Guardianship does not fulfill the definition of a legal parent.** If a guardian has been appointed for a student, the student is eligible in the school district where his/her legal parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for review and a ruling.

**2.6.3-**A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After a student makes an initial choice of high schools, any subsequent transfer, unless there has been a change of domicile by his/her parents, shall render the student ineligible for ninety school days. If a student has participated on a high school team at any level as a seventh, eighth, or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days.

**Student eligibility related to domicile can be attained in the following manners:**

**2.6.9.1-**If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.

**2.6.9.2-**If the domicile is changed during the summer months and the student is in grade twelve and the student has attended the high school for two or more years, the student may remain at the high school he/she has been attending and retain eligibility.

**2.6.9.3-**If a student elects to remain at the high school where he/she initially enrolled after being promoted from grade eight of a middle or junior high school, or grade nine of a junior high school, he/she is eligible at that school, or is eligible at a high school located within the school district in which the parents established their domicile.

**2.6.10-**If the legal parents of a student change their domicile from one school district that has a high school to another school district that has a high school, the student shall be eligible immediately in the school district where the parents established their domicile.

**2.7.7-**Nebraska transfer students whose name appears on the NSAA transfer list prior to May 1 shall be eligible immediately in the fall. Those students whose name does NOT appear on the NSAA transfer list prior to May 1 shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.

**2.7.8-**Nebraska transfer students must have signed and delivered all forms necessary to make such transfer to the school in which he/she intends to enroll for the 2020-2021 school year prior to May 1, 2020; for the student to be eligible. The school to which the transfer is being made must have notified the NSAA office via an NSAA online transfer form, no later than May 1, 2020. The student would become ineligible for ninety school days the next fall if the student were to change his/her mind and decide not to transfer. If such student were to transfer to the new school, but later decides to return to his/her former district before 90 school days have elapsed, such student will be ineligible in the former district for 90 school days, with the ineligibility period commencing at the start of the fall semester. Those students, who did not have their enrollment forms signed, delivered and accepted prior to May 1, 2020, shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.

**3.5 / 3.1-**Once the season of a sport begins, a student shall participate in practices and compete only in athletic contests/meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.

**3.5.1-**During the season of a particular sport, athletes participating in that sport for a high school may attend, but may not physically take part, either as an individual or as a member of a team, in the sport activity in which instruction is being offered in the clinic, camp or school. \*(Refer to 3.5.1.1 for exception in Swimming & Diving.)

**3.6-**A student shall not participate on an all-star team while a high school undergraduate.

**3.7-**A student must maintain his/her amateur status.



## 153

(Note: This form is to be filled out by the patient and parent prior to seeing the physician. The physician should keep this form in the chart.)

Date of Exam \_\_\_\_\_

Name \_\_\_\_\_ Date of birth \_\_\_\_\_

Sex \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_ Sport(s) \_\_\_\_\_

**Medicines and Allergies:** Please list all of the prescription and over-the-counter medicines and supplements (herbal and nutritional) that you are currently taking

Do you have any allergies? ☐ Yes ☐ No If yes, please identify specific allergy below.

☐ Medicines ☐ Pollens ☐ Food ☐ Stinging Insects

Explain "Yes" answers below. Circle questions you don't know the answers to.

[illegible]

I hereby state that, to the best of my knowledge, my answers to the above questions are complete and correct.

Signature of athlete \_\_\_\_\_ Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

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I hereby give permission for the release of the attached student medical history and the results of the actual physical examination to the school for the purposes of participation in athletics and activities.

Parent or Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

# **■ PREPARTICIPATION PHYSICAL EVALUATION** **THE ATHLETE WITH SPECIAL NEEDS:** **SUPPLEMENTAL HISTORY FORM**

154

Date of Exam \_\_\_\_\_  
 Name \_\_\_\_\_ Date of birth \_\_\_\_\_  
 Sex \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_ School \_\_\_\_\_ Sport(s) \_\_\_\_\_

|                                                                                                            |     |    |
|------------------------------------------------------------------------------------------------------------|-----|----|
| 1. Type of disability                                                                                      |     |    |
| 2. Date of disability                                                                                      |     |    |
| 3. Classification (if available)                                                                           |     |    |
| 4. Cause of disability (birth, disease, accident/trauma, other)                                            |     |    |
| 5. List the sports you are interested in playing                                                           |     |    |
|                                                                                                            | Yes | No |
| 6. Do you regularly use a brace, assistive device, or prosthetic?                                          |     |    |
| 7. Do you use any special brace or assistive device for sports?                                            |     |    |
| 8. Do you have any rashes, pressure sores, or any other skin problems?                                     |     |    |
| 9. Do you have a hearing loss? Do you use a hearing aid?                                                   |     |    |
| 10. Do you have a visual impairment?                                                                       |     |    |
| 11. Do you use any special devices for bowel or bladder function?                                          |     |    |
| 12. Do you have burning or discomfort when urinating?                                                      |     |    |
| 13. Have you had autonomic dysreflexia?                                                                    |     |    |
| 14. Have you ever been diagnosed with a heat-related (hyperthermia) or cold-related (hypothermia) illness? |     |    |
| 15. Do you have muscle spasticity?                                                                         |     |    |
| 16. Do you have frequent seizures that cannot be controlled by medication?                                 |     |    |

Explain "yes" answers here

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Please indicate if you have ever had any of the following.

|                                               | Yes | No |
|-----------------------------------------------|-----|----|
| Atlantoaxial instability                      |     |    |
| X-ray evaluation for atlantoaxial instability |     |    |
| Dislocated joints (more than one)             |     |    |
| Easy bleeding                                 |     |    |
| Enlarged spleen                               |     |    |
| Hepatitis                                     |     |    |
| Osteopenia or osteoporosis                    |     |    |
| Difficulty controlling bowel                  |     |    |
| Difficulty controlling bladder                |     |    |
| Numbness or tingling in arms or hands         |     |    |
| Numbness or tingling in legs or feet          |     |    |
| Weakness in arms or hands                     |     |    |
| Weakness in legs or feet                      |     |    |
| Recent change in coordination                 |     |    |
| Recent change in ability to walk              |     |    |
| Spina bifida                                  |     |    |
| Latex allergy                                 |     |    |

Explain "yes" answers here

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I hereby state that, to the best of my knowledge, my answers to the above questions are complete and correct.

Signature of athlete \_\_\_\_\_ Signature of parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

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# ■ PREPARTICIPATION PHYSICAL EVALUATION PHYSICAL EXAMINATION FORM

155

Name \_\_\_\_\_ Date of birth \_\_\_\_\_

## PHYSICIAN REMINDERS

- Consider additional questions on more sensitive issues
  - Do you feel stressed out or under a lot of pressure?
  - Do you ever feel sad, hopeless, depressed, or anxious?
  - Do you feel safe at your home or residence?
  - Have you ever tried cigarettes, chewing tobacco, snuff, or dip?
  - During the past 30 days, did you use chewing tobacco, snuff, or dip?
  - Do you drink alcohol or use any other drugs?
  - Have you ever taken anabolic steroids or used any other performance supplement?
  - Have you ever taken any supplements to help you gain or lose weight or improve your performance?
  - Do you wear a seat belt, use a helmet, and use condoms?
- Consider reviewing questions on cardiovascular symptoms (questions 5–14).

| EXAMINATION                                                                                                                                                               |               |                                                               |                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------------------------------------------------------------|-----------------------------------------------------------------|
| Height _____                                                                                                                                                              | Weight _____  | <input type="checkbox"/> Male <input type="checkbox"/> Female |                                                                 |
| BP _____ / _____ ( _____ / _____ )                                                                                                                                        | Pulse _____   | Vision R 20/ _____ L 20/ _____                                | Corrected <input type="checkbox"/> Y <input type="checkbox"/> N |
| <b>MEDICAL</b>                                                                                                                                                            | <b>NORMAL</b> | <b>ABNORMAL FINDINGS</b>                                      |                                                                 |
| Appearance<br>• Marfan stigmata (kyphoscoliosis, high-arched palate, pectus excavatum, arachnodactyly, arm span > height, hyperlaxity, myopia, MVP, aortic insufficiency) |               |                                                               |                                                                 |
| Eyes/ears/nose/throat<br>• Pupils equal<br>• Hearing                                                                                                                      |               |                                                               |                                                                 |
| Lymph nodes                                                                                                                                                               |               |                                                               |                                                                 |
| Heart*<br>• Murmurs (auscultation standing, supine, +/- Valsalva)<br>• Location of point of maximal impulse (PMI)                                                         |               |                                                               |                                                                 |
| Pulses<br>• Simultaneous femoral and radial pulses                                                                                                                        |               |                                                               |                                                                 |
| Lungs                                                                                                                                                                     |               |                                                               |                                                                 |
| Abdomen                                                                                                                                                                   |               |                                                               |                                                                 |
| Genitourinary (males only)*                                                                                                                                               |               |                                                               |                                                                 |
| Skin<br>• HSV, lesions suggestive of MRSA, tinea corporis                                                                                                                 |               |                                                               |                                                                 |
| Neurologic*                                                                                                                                                               |               |                                                               |                                                                 |
| <b>MUSCULOSKELETAL</b>                                                                                                                                                    |               |                                                               |                                                                 |
| Neck                                                                                                                                                                      |               |                                                               |                                                                 |
| Back                                                                                                                                                                      |               |                                                               |                                                                 |
| Shoulder/arm                                                                                                                                                              |               |                                                               |                                                                 |
| Elbow/forearm                                                                                                                                                             |               |                                                               |                                                                 |
| Wrist/hand/fingers                                                                                                                                                        |               |                                                               |                                                                 |
| Hip/thigh                                                                                                                                                                 |               |                                                               |                                                                 |
| Knee                                                                                                                                                                      |               |                                                               |                                                                 |
| Leg/ankle                                                                                                                                                                 |               |                                                               |                                                                 |
| Foot/toes                                                                                                                                                                 |               |                                                               |                                                                 |
| Functional<br>• Duck-walk, single leg hop                                                                                                                                 |               |                                                               |                                                                 |

\*Consider ECG, echocardiogram, and referral to cardiology for abnormal cardiac history or exam.

\*Consider GU exam if in private setting. Having third party present is recommended.

\*Consider cognitive evaluation or baseline neuropsychiatric testing if a history of significant concussion.

☐ Cleared for all sports without restriction

☐ Cleared for all sports without restriction with recommendations for further evaluation or treatment for \_\_\_\_\_

☐ Not cleared

☐ Pending further evaluation

☐ For any sports

☐ For certain sports \_\_\_\_\_

Reason \_\_\_\_\_

Recommendations \_\_\_\_\_

I have examined the above-named student and completed the preparticipation physical evaluation. The athlete does not present apparent clinical contraindications to practice and participate in the sport(s) as outlined above. A copy of the physical exam is on record in my office and can be made available to the school at the request of the parents. If conditions arise after the athlete has been cleared for participation, the physician may rescind the clearance until the problem is resolved and the potential consequences are completely explained to the athlete (and parents/guardians).

Name of physician (print/type) \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Signature of physician \_\_\_\_\_, MD or DO

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4--NSAA Preparticipation  
Physical Evaluation/Clearance Form





KAREN A. HAASE  
STEVE WILLIAMS  
BOBBY TRUHE



COADY H. PRUETT  
JORDAN JOHNSON  
SHARI RUSSELL, Paralegal

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## M E M O R A N D U M

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To: KSB Policy Service Subscribers  
FROM: KSB School Law  
DATE: May 29, 2020  
RE: Annual Policy Updates

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Attached are the (first round) 2020 KSB School Law policy updates. We have also included changes to our standard forms and updates on some other laws which do not require changes to policies but do present new obligations or things to keep in mind as you enter the 2020-21 year. We have broken these down in 3 sections: "Policy Changes;" "Forms Changes;" and "Other Issues to Consider."

Unfortunately, due to COVID-19, we also know that there will be at least two additional rounds of policy updates over the next several months. We have added a section on that at the end of the memo, as well.

To assist subscribers in implementing these policy changes and the other considerations laid out in this Memo, **KSB will hold a webinar on Monday, June 1, 2020 at 10:00 a.m. Central Time.** In the webinar, we will give a brief overview of the changes and then answer questions from attendees regarding the policies and other considerations. We have included the link to the ZOOM conference in the cover e-mail that transmitted these updates. We will also record the webinar and will post it on the KSB School Law website in the Policy Updates section.

Please feel free to contact us if you have any additional questions or if you would like to have a policy customized or "tweaked" to meet your individual circumstances.

## **Policy Changes**

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### **REVISION OF POLICY 2002: Organization of the Board, Board Officers, Committees, and Check Signing**

We have modified this policy in two ways, based on questions we continue to receive regarding who can serve in board officer positions and who can sign checks, warrants, and other instruments of the district. We have also renamed the policy to make it easier to find the different board officer duties and the board committees, including the new Committee on American Civics.

The president and vice president must be members of the board, but the secretary and treasurer, in most cases, do not need to be board members. Class III school boards may elect and appoint/employ a secretary and treasurer who are not board members, so long as it is permitted by law.

Section 79-564 lays out the simple requirements for choosing a president, vice president, and secretary:

At the first meeting of each school board or board of education elected in a Class III school district, and annually thereafter, the board shall elect from among its members a president and vice president. The board shall also elect a secretary who need not be a member of the board. If the secretary is a member of the board, an assistant secretary may be named and his or her duties and compensation set by the board.

Authority for appointing a non-board member treasurer is a bit more limited. Sections 79-589 and 79-590 state that the board may “employ” a non-board member to the treasurer position, outside of schools that fall into this exception:

In a Class III school district which lies outside of the corporate limits of any city or village or of which more than one-half is geographically within a city of the metropolitan class, the board of education shall elect one of its members, other than the secretary, as treasurer of the school district and the provisions of section 79-590 [that allow employment of a non-member] shall not apply to the selection of a treasurer of such a district.

You must elect a board member if your district lies outside the corporate limits of a city or village, and more than one-half of that city or village is geographically within a city of the metropolitan class.

Second, we added a section on signing checks, warrants, and other instruments, and we moved some other provisions into that section. The statutory default is that the secretary signs checks, and the president countersigns them:

The secretary of a school district shall draw and sign all orders upon the treasurer for all money to be disbursed by the district and all warrants upon the county treasurer for money raised for district purposes or apportioned to the district by the county treasurer and shall present the same to the president to be countersigned. No warrant, check, or other instrument drawn upon bank depository funds of the district shall be issued until so countersigned. No warrant, check, or other instrument drawn upon bank depository funds of the district shall be countersigned by the president until the amount for which it is drawn is written upon its face. *Facsimile signatures of board members may be used, and a person or persons delegated by the board may sign and validate all warrants, checks, and other instruments drawn upon bank depository funds of the district.*

The statute specifically authorizes the board to “delegate” another “person or persons” to sign and validate any warrants, checks, or other instruments. Under Mike Foley, the State Auditor’s position in several audit letters was that the president *must* countersign. We do not necessarily agree with that assessment. The statute says more than one person can be delegated to “sign and validate.” The safest process is to have the president countersign (or use a facsimile signature for the president), though we have not seen this exact issue pop up in school audit responses in several years.

**This change is required to the extent you must align your practices to the policy.**

---

### **DELETION OF POLICY 3034: DISBURSEMENTS** **(NOW “INTENTIONALLY LEFT BLANK”)**

By including the provisions for signing warrants, checks, and other instruments in policy 2002 along with other board duties, there is no longer a need for this policy. We have deleted it from the service, and number 3034 will read “Intentionally Left Blank” in complete policy service indexes.

**This change is required.**

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## **REVISION OF POLICY 3039: Threat Assessment**

When your board adopted policy 3039, you chose from three options (the team concept; the superintendent as primary investigator and decisionmaker; a school-district controlled law enforcement unit as the investigator). Regardless of the option your board selected, we have revised this policy based on the experiences several schools have had in responding to student threats over the past several years.

First, we have added a definition of what constitutes a “threat” and what we mean by “threat assessment.” We have had several districts struggle with explaining to parents how administrators distinguish between off-handed students comments which do not constitute an imminent threat from statements about harming others which need an immediate response. The new definitions are based in large part on research from the National Association of School Psychologists as well as recommendations from the Federal Commission on School Safety. Those definitions are then incorporated throughout the rest of the policy.

Second, we have made it clear that the process of threat assessment is a separate thing from student discipline and special education. The purpose of threat assessment is to predict and prevent acts of school violence. While school districts will also need to address student discipline and special education as appropriate, the revisions to this policy make it clear that those are different processes. We reiterate that distinction at the end of the section titled “Threat Assessment Investigation and Response.”

Third, schools have struggled to explain to their communities the difference between a threat which requires an immediate and urgent call to law enforcement from threats which, although serious, are appropriate to be managed in a more deliberate manner. The new paragraph under “Threat Assessment Investigation and Response” makes that distinction clear.

Finally, we have revised the section of the policy that describes the threat assessment investigation process. These edits align the policy more closely to the procedures recommended by the Nebraska Department of Education. Additionally, we have added a provision requiring the threat assessment team, school superintendent or law enforcement unit to confer with a staff member who has expertise in the IDEA and/or Section 504 of the Rehabilitation Act. Students with disabilities make up a large proportion of students who make threats of school violence. We believe that this additional provision will protect the district from inadvertent violations of those laws as part of the threat assessment process.



**This change is recommended.**

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### **REVISION OF POLICY 3046: Animals at Schools**

We have added a provision to this policy addressing the procedure for handling requests for service animals. When a request to be accompanied by a service animal is submitted by, or on behalf of, a student who has an Individualized Education Program (IEP) and/or a Section 504 Plan, then the request shall be promptly referred to the student's respective IEP Team and/or 504 Team for its consideration and/or input. This addition is recommended so that a decision on whether to grant (or deny) a request for a service animal is considered by the IEP/504 Team, its input is provided, and (where appropriate) the IEP Team has the opportunity to decide whether the allowance of a service animal is required in order for the student to receive a Free and Appropriate Public Education (FAPE).

As before, the District has a choice as to whether it will allow therapy animals to be brought to school grounds. If the District has decided to allow such therapy animals, then these updates provide a similar provision so that requests for therapy animals made by, or on behalf of, a student with an IEP or a 504 plan are referred to the appropriate team for consideration.

**This change is recommended.**

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### **NEW POLICY 3055: School Resource Officers**

On and after January 1, 2021, school must have a memorandum of understanding in effect with any law enforcement agency that provides school resource officers and any security agency which provides security guards to schools in a school district. Each MOU must include policies that address:

- Required minimum training for SROs, security guards, and school district administrators.
- Maintenance of prosecution referral records.
- Notice to parents of when they will be notified or present when their student is questioned by a school official or by a school resource officer or security guard operating in conjunction with a school official.
- Under what circumstances a student will be advised of constitutional rights prior to being questioned or interrogated.

- When a student will be referred for criminal prosecution and when a student's actions will be resolved as a disciplinary matter by school officials.
- A complaint process.

We have developed this policy to ensure that every policy provision required by the new SRO statutes exists and can be incorporated into any MOU.

**This new policy is required IF you have an SRO or security guard.**

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### **NEW POLICY 3056: Guest Speakers**

Several school districts had rather unpleasant experiences with guest speakers during the 2019-20 school year and, at times, found themselves receiving unwarranted criticism and unwanted attention. These experiences arose, at least in part, due to a lack of procedure for vetting potential guest speakers. We drafted this policy to ensure that a process and procedure exists to research guest speakers so that everyone involved has a clear understanding of the guest speaker's purpose and message. This will help the school determine if the proposed message complies with school district policies and its fundamental values and to avoid unwanted surprises for everyone involved. New accompanying forms have also been created.

**This new policy is not required but is recommended if you use or plan to use guest speakers.**

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### **REVISION OF POLICY 4003: Drug Testing of Drivers**

We updated this policy to address concerns raised by the Department of Transportation's Federal Motor Carrier Safety Administration, when they have been conducting audits of school districts in Nebraska this spring. Under 49 CFR § 382.601, school districts must provide drivers with specific information regarding the district's drug and alcohol testing program and procedures for drivers. Until now, we know that most of our schools were providing the drivers this information in packets of informational materials, often upon hire. While this practice is entirely permissible under the regulatory language, the DOT has taken the position that this information must now be included *in the policy itself*. Lately, the DOT has begun to enforce their interpretation by issuing notice of violation to schools that did not incorporate that information into their policy. While we disagree with the DOT's position on this issue, the DOT itself will ultimately be enforcing the relevant regulations and it is most prudent to avoid the time and expense of responding to a violation by amending this policy.

This policy now discusses each category of information required by the regulations. You should review the updated language carefully, and revise it as necessary to ensure it is consistent with the terms and procedures of your district's driver drug and alcohol testing program. We know that some school districts may contract with drivers and administer testing protocols directly, while others may contract with a third party to provide one or both of those services. If you contract with a third party for either of these services, you should carefully review this policy with your provider to ensure its terms are consistent with your testing programs and protocols. You may also wish to designate an individual with that third party provider as the contact person for the drug and alcohol testing policy and program, as appropriate. As a reminder, you must also ensure you receive a signed, written statement from all drivers that they received this policy and any related materials.

**This change is required.**

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### **NEW POLICY 4062: Locker Room Supervision**

We have been stressing the importance of supervising locker rooms for many years at our school district presentations and inservices. Many hazing and bullying incidents occur in unsupervised or poorly supervised locker rooms. Some incidents are serious enough to result in litigation. This policy was created in response to a school's request for policy guidance in this area. It is important that the school's practice matches its policy, so this policy should be modified to fit your practice in the event you choose to adopt it.

**This new policy is not required.**

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### **REVISION OF POLICY 5016: Student Records**

We have updated this policy to more broadly define "school officials", ensuring the district maintains the discretion to share records with any agent, contractor, consultant, or volunteer that serves an institutional function and has a legitimate educational interest in the records.

**This change is required.**

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### **REVISION OF POLICY 5035: Student Discipline**

In 2019, the Unicameral amended the Student Discipline Act to add referrals to restorative justice practices or services to the list of actions that administrators and teachers may take in addition to student suspensions, expulsions, and alternative assignments. We also updated this policy to reflect the ability of the school to provide consequences to students who knowingly make a false statement or knowingly submit false information during the Title IX grievance process or any other school investigation.

**This change is required.**

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### **REVISION OF POLICY 5054: Student Bullying**

We have made three revisions to this policy. First, we have edited the definition of bullying slightly to make it clear that school administrators may consider both the definition contained in Nebraska law as well as the definition from the Centers for Disease Control when determining whether particular conduct constitutes bullying.

Second, we have added a section which requires students to report all bullying that they experience and/or observe. There have been lawsuits in other states where families claimed that a student suffered terribly from bullying but did not inform the school district about the situation. This makes it clear that a student is obligated to tell a teacher or administrator about bullying so that the district can take responsive action. We have also had situations where parents want to be the intermediary between a bullying victim and the administration. The revisions to the policy require that student to speak directly to a teacher or administrator. Many school districts have adopted anonymous reporting systems to report threatening or bullying behavior. If your district has such a platform, insert it into the policy where indicated. If you do not have such a system, just delete the highlighted sentence.

The third revision states that the school district does not have a special bullying investigation process, but that the staff will follow the same steps that they follow with any other student investigation. Courts that have held school districts financially liable for bullying have stated that schools may not be deliberately indifferent to student bullying. This revision adopts that standard, which is also consistent with the standard you will be required to adopt in your new Title IX policy later this summer.

**This change is recommended.**

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### **REVISION OF POLICY 6020: Multicultural Education**

The multicultural education section of Rule 10 requires the district to have:

- A statement of philosophy or mission;
- Local program goals;
- Curriculum guides, frameworks, or standards that incorporate multicultural education;
- A process for selecting appropriate instructional materials;
- A process for provision of staff development; and
- A process for periodic assessment of the program.

None of these items is required to be included in any school district policy. However, NDE auditors have been looking for these items in your school policy when conducting Rule 10 audits. In order to proactively address this issue, we have amended the policy to include and address each of these areas.

**This revision is not required by is highly recommended.**

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### **REVISION OF POLICY 6021: 6021 District Criteria for Selecting Evaluators to be Used for Special Education Evaluation**

This policy was updated to clarify that any geographic restriction on an evaluation is to be measured by miles that would be traveled by a vehicle on a road traveling from the student's school building to the evaluator. You must be mindful in setting a distance that the district cannot impose any requirements that are more restrictive than those it would impose upon itself. Consequently, you should make clear if any specific evaluations or categories of evaluations would require a larger geographical radius apply. In doing so, you should confer with your special education staff and service providers, such as your regional ESU, to determine whether any of the evaluations you would seek would require an exception to the general geographical boundary. For instance, many schools seek certain visual or related evaluations from NCBVI, which may be outside of the geographical radius that would apply to other evaluations that could be conducted by your local ESU or specialists.

We have also updated this policy to heighten the standards required for independent educational evaluations. Lately, we've seen more and more parents seeking specific evaluations from professionals whose practices or

assessments do not align with commonly accepted educational best practices. We've also seen more parents seeking evaluations from professionals that do not fully consider the student's performance in the educational setting, or collaborate with the school district to appropriately determine the student's special education and related services needs. In response, we want to make explicit many of the requirements you've long imposed upon your own evaluations and evaluators; specifically, the evaluations must consider information about the student's performance and needs from the district, must be provided to the district, and must be conducted by a professional willing to cooperate with the relevant student teams. Further, the policy will require that evaluations be sufficiently comprehensive as to be helpful to the team, and conducted in conformance with accepted standards for reliability. Finally, the policy caps reimbursement for an evaluation at the rate charged by the school district's contracted providers for the same or substantially similar violation.

**This change is required.**

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### **REVISION OF POLICY 6033: Restraint and Seclusion**

In light of the recent emphasis and guidance on the use of restraint and seclusion, we've overhauled our restraint and seclusion policy. This updated policy first incorporates the definitions for physical restraint, mechanical restraint, chemical restraint, and seclusion provided by the Office for Civil Rights in relation to its Civil Rights DATA Collection (CRDC). Overall, we believe these definitions are a useful and fair representation of what schools in Nebraska already recognize. This approach also provides the added benefit of easing your data collection and reporting.

The policy provides several options so that it can be modified to accurately reflect your district's practices. Option A is the most aggressive approach, which recognizes that Nebraska law permits administrative and teaching personnel to take actions reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process, including the use of restraint and seclusion. While this approach is wholly lawful under state and federal law, it is inconsistent with best practices guidance from the state and federal departments of education, and may garner pushback from those agencies if they review your policy. Option B offers a slightly more conservative approach, limiting the circumstances in which physical restraint, mechanical restraint, or seclusion may be used to instances reasonably necessary to present physical harm to self, others, *and* property, in addition to therapeutic or medical uses. Option C offers the most conservative approach that trends closely to state and federal guidance. Notably, Option C limits the use of physical restraint and seclusion

to situations where a student's behavior risks causing physical harm to self or others, but does not consider harm to *property*. If you wish to revise any of these options to better fit your district's needs, we'll be happy to help and discuss the nuances of this area of the law.

Next, this policy now provides specific procedures regarding the use of restraint and seclusion techniques. These procedures satisfy the expectations of the state and federal departments of education, and provide additional evidence that the district was not negligent in implementing these techniques. These procedures recognize that a student's pattern of behavior necessitating the use of restraint or seclusion should be referred to the appropriate student team for consideration. The policy also calls for instances of restraint and seclusion to be recorded in some manner, so that the district can meet its reporting obligations.

Finally, this policy calls for all staff members to be provided notice of this policy and trained on its contents. Staff members identified as likely to implement the restraint or seclusion interventions authorized by the policy are to receive additional training as appropriate. This is another important piece of evidence to demonstrate that the school district met its standard of care in implementing the restraint and seclusion policy, and is a focal point of relevant guidance.

**This change is required.**

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## **Forms Changes**

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### **Collaborative Plan Addressing Barriers to Attendance**

Section 79-209 requires schools to hold one or more meetings between, at a minimum, a school attendance officer, a school social worker, or a school administrator or his or her designee, the person who has legal or actual charge or control of the child, and the child, when appropriate, to attempt to address the barriers to attendance. The result of the meeting or meetings is to develop a collaborative plan to reduce barriers identified to improve regular attendance. Section 79-209 was amended to require the plan to consider referrals to restorative justice practices or services. This form has been amended to add this requirement.

**This form is required.**

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## **Guest Speaker Request Forms**

Two guest speaker request forms have been created. One is for classroom or activity guest speakers. The other is for multi-grade assembly guest speakers.

**This form is not required by is highly recommended if you adopt new Policy 3056.**

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## **Other Issues To Consider**

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### **Title VII and Transgender Staff and Student Cases**

In the chaos of COVID-19 and new Title IX sexual harassment regulations, it has been easy to forget that the U.S. Supreme Court will likely decide some or all of the legal issues regarding the rights of LGBTQ+ individuals under Title VII (for employees) and Title IX (for employees and students). The Supreme Court combined three cases that will be decided in the next few weeks, involving two homosexual individuals and one transgender individual suing their former employer for sex discrimination based on their LGBTQ+ status.

Courts have always looked to Title VII's prohibition against discrimination "based on sex" when interpreting Title IX's prohibition against discrimination "on the basis of sex." It was clear from the transcripts of the arguments that the Justices see the impact these employment cases will have on public schools. The Justices pointedly noted that the Court's decision in these cases will be used by individuals and advocates when addressing Title IX issues in schools--no matter which way they decide it. They focused on the fact that if the Court decides it is discriminatory to fire or take other adverse employment action based on an individual's sexual orientation or gender identity, the proverbial floodgates will open. Several Justices asked specific questions about things like locker rooms, bathrooms, and participating in activities such as contact sports. The Court's decision may not necessarily require policy changes, but it could fundamentally alter the legal landscape we have been talking about for years.

There is also ongoing litigation in Connecticut regarding a policy permitting participation in athletics by transgender individuals. This case has made recent headlines, and OCR has determined that the policy actually violates Title IX by allowing biological male students to compete in female activities,



consistent with their gender identity. The Obama Administration encouraged the exact opposite, so this is another in a line of circumstances where the Trump Administration's OCR has declared a policy invalid based on changes required by the Obama Administration's OCR!

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### **EDGAR Audits**

In 2017 we provided you with Policy 3003.1 and 3004.1 to address the new requirements of the federal Education Department General Administrative Regulations (EDGAR). EDGAR regulations to all federal grants that are made by the US Department of Education to local school districts directly and to all funds that pass from the federal government through state departments of education to local schools. This means that EDGAR governs most local school districts' special education, school breakfast and lunch, and Title I programs. Our policy 3004.1 includes everything that is required by those regulations to be in policy. Unfortunately, some of the individuals who have been contracted by the Nebraska Department of Education believe that schools must adopt a free-standing policy for nutrition services or are telling schools that they must revise their policy. This is not the case, and we have worked closely with the NDE Nutrition Services staff to vet policy 3004.1. However, many of the auditors are contracted staff working from checklists that are not Nebraska-specific. If you are a policy service subscriber and you receive a corrective action notice regarding your EDGAR procurement policy, forward that notice to one of us so that we can resolve this issue for you.

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### **Future Ready District Technology Profiles**

NDE has been gathering technology profiles from each school district as part of its Future Ready Framework and Nebraska's Educational Technology and Digital Learning Plan. Section 4 of the survey asks about whether the district has staff policies in place addressing specific topics. For your ease of reference when you or your staff are completing the profile, the content areas that the profile asks about are listed below, with the corresponding policy referenced:

|                                              |      |
|----------------------------------------------|------|
| <i>Section 4 Question 1 (staff policies)</i> |      |
| Acceptable Use Policy                        | 5037 |
| Cyberbullying                                | 5054 |

|                                                              |                                                                                                                                                                                                                                          |
|--------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Children's Online Privacy Protection Act (COPPA) Compliance  | 5037                                                                                                                                                                                                                                     |
| Email Usage and Security                                     | 5037                                                                                                                                                                                                                                     |
| Family Educational Rights and Privacy Act (FERPA) Compliance | 5016 and 5017                                                                                                                                                                                                                            |
| Social Media Use                                             | 4051                                                                                                                                                                                                                                     |
| Universal Design or Digital Accessibility for Learning       | No policy (A policy on this is not required)                                                                                                                                                                                             |
| <i>Section 4 Question 3</i>                                  |                                                                                                                                                                                                                                          |
| Acceptable Use Policy                                        | 5037                                                                                                                                                                                                                                     |
| Cyberbullying                                                | 5054                                                                                                                                                                                                                                     |
| Digital Citizenship                                          | 5054                                                                                                                                                                                                                                     |
| Children's Online Privacy Protection Act (COPPA) Compliance  | 5037                                                                                                                                                                                                                                     |
| Email Usage and Security                                     | 5037                                                                                                                                                                                                                                     |
| Family Educational Rights and Privacy Act (FERPA) Compliance | 5016 and 5017                                                                                                                                                                                                                            |
| Social Media Use                                             | No policy (any attempt to broadly govern student social media use in policy will likely violate the First Amendment. Instead we advise schools to take an educational approach in teaching students about appropriate social media use.) |

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## **Leave Under the Families First Coronavirus Response Act**

As we have shared through our email updates and webinars, earlier this spring Congress passed the Families First Coronavirus Response Act ("FFCRA") which created two types of employer-paid leave: Employer-Paid Sick Leave and Emergency Family and Medical Leave. These types of leave can be taken for certain reasons related to the novel coronavirus and COVID-19. Many of the requirements of this new leave program are mandatory, but employers (like the school district) do have some discretion and/or choices to make with respect to how you administer the leave and respond to requests.

There are at least two details for the district to consider. First, whether you will allow employees to supplement the amount of pay that they receive pursuant to the FFCRA with pre-existing paid leave under the terms of their employment agreement with you. Second, how you will handle requests from employees to take Emergency Family and Medical Leave (and in certain narrow instances Emergency Paid Sick Leave) on an intermittent basis.

As of now, FFCRA leave is only available through December 31, 2020. As a result, we decided that at this point it probably does not make sense for your board to formally adopt FFCRA-specific provisions to be part of your regular board policies. So, you will not see any FFCRA leave-specific policies in these updates. Still, we recommend that you think about how you will administer FFCRA leave (including the two specific issues identified above) and have a plan to respond to requests. We are happy to discuss these details and options with you.

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## **HANDBOOKS**

With all of the uncertainty surrounding what school will look like for the 2020-21 school year, we are reluctant to advise permanent policy changes addressing COVID-19 issues. However, it is almost certain that school operations will have to be modified substantially next school year. And we know that many districts send their handbooks to be printed in the early summer. In order to put families on notice about possible rule modifications based on the pandemic while still maintaining maximum flexibility, we are suggesting that schools add the following wording into their handbooks:

## **RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS**

In light of the unique challenges and circumstances posed by the outbreak of the novel coronavirus and the recent promulgation of expansive federal regulations, the rules and information provided in this handbook may be supplemented or amended by the School District's administration at any time, consistent with applicable law and board policy. All parents shall be provided notice of any such changes by the district's regular means of contact. By signing below, you agree that you will read any such information and communications, discuss them with your child, and recognize that you must comply with all rules, procedures, and requirements as they apply at that time.

While this isn't a cure-all, it should put families on notice that the rules may change for 2020-21. Notice that the district will have an affirmative obligation to distribute any changes, although the format of that distribution will be up to you. If you use KSB's model handbooks, this wording will be included in the 2020-21 updates which will be available in mid-June. If you do not use our model handbooks, you can insert this wording into your handbooks on the receipt page, right above the student and parent signature blocks.

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### **Policies to be Expected In Updates 2 and 3**

COVID-19 really wreaked havoc on our plans to have all policy and handbook updates done for June board meetings. Based on the unique deadlines and effective dates we've laid out below, we may even recommend that school boards schedule their meetings slightly differently this fall.

The Unicameral session is tentatively scheduled to resume July 20 and adjourn *sine die* on August 13. That means any laws passed between the start of session in January and through August 13 that do not have an emergency clause will become effective three months after August 13. If all goes according to plan, this should be on or about **Friday, November 13, 2020**. Most schools would likely have November board meetings on November 9, the second Monday. If your board meeting is not scheduled to be held prior to that date, you may want to consider doing so to avoid having the effective date change your meeting notice requirements.

The U.S. Department of Education (finally) released their new Title IX regulations in early May, which have now been published officially in the Federal Register. They will become effective **August 14, 2020** unless they

are delayed by Congress or by judicial action. Most schools will meet on August 10, the second Monday. Although we will have Title IX policies and other items for you to begin reviewing prior to that date, you should consider moving your board meeting to a date before August 14 if possible to avoid a special meeting to implement the new Title IX policies prior to the effective date.

The typical meeting schedules line up fairly well with effective dates, but schools and ESUs will still need to have policies, handbooks, and notices ready this summer to begin the 2020-2021 school year, even if there are relatively few changes until those dates noted above. There will almost certainly be additional policy, handbook, and other impacts related to COVID-19 as we move toward the fall, as well. This is why we are stuck with three separate sets of updates this year.

We will try to make this as painless and straightforward as possible, but we know administrators and boards are already preparing for some tough decisions and longer board meetings. In light of that, here is our tentative schedule for additional updates in the coming weeks and months.

**May 29:** Initial policy and form revisions sent. Initial handbook updates available. *However*, if your district has the luxury of time because you don't have to send them to a printer, you may want to discuss if you can wait to finalize handbooks until the COVID-19 and Title IX updates are clearer.

**June 1:** Initial policy webinar. This will be recorded and posted on our website.

**Sometime between July 1 - August 7:** Second policy, form, and handbook revisions sent. These will include COVID-19-related considerations for reopening this fall and Title IX policies, handbook updates, and forms. These will be sent based on planned training schedules, litigation tracking, and additional federal guidance on implementation. You may have your own updates to make based on your individual COVID-19 plans, as well.

We do want to note that we plan to make the handbook updates available in two forms: (1) updates included in our full handbooks, and (2) 20-21 handbook "supplements" for those schools that have already completed handbook updates and do not want to reprint or resend the entire handbook.

**On or before October 30:** Third policy, form, and handbook revisions sent to accommodate the effective dates of new legislative action from

the Unicameral. If there are any additional handbook updates or changes, we will again provide them in two forms.

**October 31:** Everyone from KSB will trick-or-treat dressed as “attorneys really sick of COVID-19 and policy updates.”

**Tuesday, November 3:** Presidential election that may or may not unravel a lot of this work.

At least the following policies will be coming in later rounds of updates:

**Title IX (new):** due to new regulations effective Aug. 14, but with plenty of time in between now and then for legislative delays or court injunctions. Lawsuits are already pending.

**COVID-19-related changes:** your guess is as good as ours.... We plan to consider changes throughout June and July, as information develops. We also plan to collaborate with NRCSA and its committees on reopening issues.

**Meetings (2008):** due to LB 148 and delayed effective date.

**Budget (3001):** due to LB 148 and delayed effective date. Because the effective date will be after the budget submission deadline, then these changes will be effective in November but likely will not affect the budget process until 2021. However, they could impact any budget amendments, which may be prevalent this year based on ever-changing COVID-19 relief aid and impacts from the virus.

**Parental Involvement (5018):** this may be updated based on ongoing discussions with NDE regarding the conflict between the rights of a parent to request an opt out from state assessments and the state and federal law that requires “all students” to be assessed.

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## CONCLUSION

It is all too easy to adopt policies that look good, but that do not actually reflect how the school operates or assist the school in accomplishing its goals. Every year we stress that it is very important to us to give you a working, useful set of policies and a continuing **policy service**. For our Complete Service subscribers, there is no additional charge for revisions to our policies or consultation about them. Please don't hesitate to contact any one of us with questions about the updates or other policies. Our group e-mail address is [ksb@ksbschoollaw.com](mailto:ksb@ksbschoollaw.com).



## **[Option 2: Superintendent as Primary Investigator and Decision-Maker]**

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

### **Definitions**

A **threat** is an expression of willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.

The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.

A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.

A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means

A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of distinguishing "transient" threats from serious ones in a systematic, data-informed way.

The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion



without complying with state law and board policy related governing those actions.

The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

### **Obligation to Report Threatening Statements or Behaviors.**

All staff and students must report **substantive threats** to any threatening statements or behavior to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

### **23. Threat Assessment Investigation and Response**

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The superintendent may, but is not required to, review the following types of information:

Review of the threatening behavior and/or communication;

All reports of violent, threatening, stalking or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to the superintendent. Upon receipt of an initial report of any threat, the superintendent will take steps to verify the information, make an initial assessment, and document any decision involving further action. This investigation may include interviews with the individuals involved including students, person who made the statement(s) or engaged in the behavior of concern, interviews with teachers and other staff members, and who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of family members as necessary and/or appropriate;

Review of school and other records for any prior history or interventions with the students involved;

Any , physical searches of the individual of concern's person, possessions, and home (as allowed by law and in cooperation with law enforcement), and any other investigatory methods that the law enforcement unit superintendent determines to be reasonable and useful.

The superintendent must confer with at least one member of the school's guidance counseling staff as part of his/her investigation. If the threat has been made by, or is directed towards, a student with a disability, the superintendent must confer with a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate.

At the conclusion of the investigation, the superintendent will determine what, if any, response to the threat is appropriate. The superintendent is authorized to disclose the results of his/her investigation to law enforcement and to the target(s) of any threatened acts. The superintendent may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of his/her investigation to the student's individualized education plan team.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

#### **34. Communication with the Public about Reported Threats**

To the extent possible, the superintendent will keep members of the school community informed about possible substantive threats and about the District's response to those threats. This communication may include oral announcements, written communication sent home with students, and communication through print or broadcast media. However, the superintendent will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

#### **45. Coordination with the Crisis Team After Resolution of Threat**

The superintendent will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School's Safety Plan.

**[Option 3: Law Enforcement Unit as Primary Investigator; Superintendent as Primary Decision Maker – Please note, this option is only available if you have adopted the pPolicy 3054 designating a Law Enforcement Unit]**

The board is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

### **Definitions**

A **threat** is an expression of willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.

The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.

A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.

A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.

A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of distinguishing “transient” threats from serious ones in a systematic, data-informed way.

The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.

The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student’s educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

## **Obligation to Report Threatening Statements or Behaviors.**

All staff and students must report **substantive threats** any threatening statements or behavior to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

## **2. Threat Assessment Investigation and Response**

All reports of violent, threatening, stalking or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to the designated law enforcement unit. Upon receipt of an initial report of any threat, the law enforcement unit shall initiate an initial inquiry/triage and make a determination of the seriousness of the threat as expeditiously as possible. The law enforcement unit must contact local law enforcement if it determines that an individual poses a clear and immediate threat of serious violence.

will take steps to verify the information, make an initial assessment, and document any decision involving further action. If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the law enforcement unit will meet to evaluate and respond to the threatening behavior. The law enforcement unit may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;

- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;

- Review of school and other records for any prior history or interventions with the students involved;

Any other investigatory methods that the law enforcement unit determines to be reasonable and useful.

This investigation may include interviews with the person who made the statement(s) or engaged in the behavior of concern, interviews with teachers and other staff members who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of family members, physical searches of the individual of concern's person, possessions, and home (as allowed by law and in cooperation with law enforcement), and any other investigatory methods that the unit determines to be reasonable and useful. The law enforcement unit must confer with at least one member of the school's guidance counseling staff as part of the investigation.

If the threat has been made by, or is directed towards, a student with a disability, the superintendent must confer with a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate.

At the conclusion of the investigation, the law enforcement unit will share its findings with the superintendent. The superintendent will determine what, if any, response to the threat is appropriate. The superintendent is authorized to disclose the results of the investigation to law enforcement and to the target(s) of any threatened acts. The superintendent may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of the investigation to the student's individualized education plan team.

#### **43. Communication with the Public about Reported Threats**

To the extent possible, the superintendent will keep members of the school community informed about possible substantive threats and about the district's response to those threats. This communication may include oral announcements, written communication sent home with students, and communication through print or broadcast media. However, the superintendent will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

#### **45. Coordination with the Crisis Team After Resolution of Threat**

The superintendent will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School's Safety Plan.

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A. Definition

1. Seclusion is a last resort emergency safety intervention that provides an opportunity for the student to regain self-control. Seclusion is the

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2. A room or area used for seclusion:

- a. must not be locked;
- b. must not prevent the student from exiting the area should staff become incapacitated or leave that area;
- c. must provide for adequate space, lighting, ventilation, viewing, and the safety of the student.

B. Timeout

1. Timeout is a behavior intervention in which a student, for a limited and specified time, is placed in an environment where access to positive reinforcement is unavailable.
2. Timeout should not be confused with seclusion because a student's movement in a timeout setting is not physically restricted.
3. Timeout lies within a continuum of procedures that help students self-regulate and control their behavior.

C.

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D. Time and Duration

1. Emergency seclusion should be used only as long as necessary to allow a student to regain control of his/her behavior, but generally:

- a) Elementary school students – no longer than 15 minutes; and
- b) Middle and high school students – no longer than 20 minutes.
- c) If an emergency seclusion lasts longer than the suggested maximum time, the staff member should:
  - (1) summon additional support (e.g., change of staff, introducing a nurse or specialist, obtaining additional expertise); and

(2) document the need to explain the extension beyond the time limit.

E. Staff Requirements

While using seclusion, staff must:

1. involve

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-trained key identified personnel to protect the care, welfare, dignity, and safety of the student;

2. continually observe the student in seclusion for indications of physical distress and seek medical assistance if there is a concern;

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3. document observations.

II. Restraint

There are three types of restraint: physical, chemical, and mechanical.

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*Physical restraint*

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involves direct physical contact

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involves direct physical contact

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involves direct physical contact

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This policy on physical restraint is not intended to forbid actions undertaken:

to break up a fight

to take a weapon away from a student

to hold a student briefly in order to calm or comfort

to escort a student physically from one area to another location within the school building



to assist a student in completing a task/response if the student does not resist or resistance is minimal in intensity or duration.  
to hold a student briefly in order to prevent an impulsive behavior that threatens the student's immediate safety (e.g., running in front of a car).

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#### *Chemical restraint*

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is the administration of medication for the purpose of restraint.  
The school district will not, under any circumstances, engage in chemical restraint.  
Chemical restraint does not apply to medication prescribed by and administered in accordance with the directions of a physician.

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#### *Mechanical restraint*

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means the use of any device or material attached to or adjacent to a student's body that restricts normal freedom of movement and which cannot be easily removed by a student.  
Mechanical restraint does not include:  
an adaptive or protective device recommended by a physician or therapist (when it is used as recommended).  
safety equipment used by the general student population as intended (for example, seat belts, safety harness on school transportation).

### III. Limitations in Use

Seclusion and/or restraint shall not be used:  
for the convenience of staff;  
as a substitute for an educational program; or  
as a form of discipline/punishment.

#### IV. Recurring Behavior

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Given the limited size and training of the school district's staff, students whose behavior routinely requires seclusion and restraint may not be able to be served in the school district and may require a placement out of the school district.

V. Prohibited Practices

A. The following are prohibited under all circumstances, including emergency situations:

1. corporal punishment;

2. the deprivation of basic needs;
3. anything that constitutes child abuse;
4. the seclusion of preschool children; and
5. the intentional application of any noxious substance(s) or stimuli which result in physical pain or extreme discomfort

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Seward Public Schools  
410 South Street  
Seward, Ne. 68434  
Dear Dr. Josh Fields,

Hiland Dairy is pleased to submit for your consideration the following quote for Dairy Products for the 2020-2021 school year,

|                           | Escalator | Firm  |
|---------------------------|-----------|-------|
| Half Pint 1% Chocolate    | .2050     | .2350 |
| Half Pint Chocolate Skim  | .2050     | .2350 |
| Half Pint Strawberry Milk | .2050     | .2350 |
| Half Pint Skim Milk       | .2050     | .2350 |
| Half Pint 1%              | .2000     | .2300 |

**Escalating/De-escalating Bid**

**Accepted** ☐

**Declined** ☐

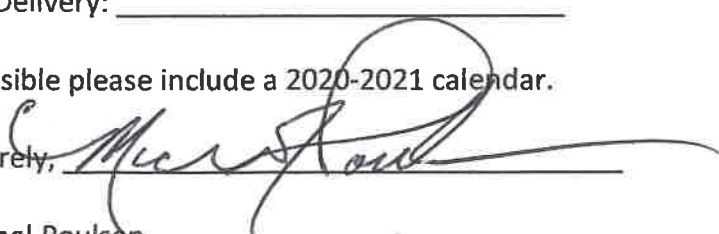
Please submit form to  
Michael Poulsen c/o Hiland Dairy  
5220 NW 38<sup>th</sup> St.  
Lincoln, Ne. 68524  
Fax (402)470-2425

This is an escalating/de-escalating bid on all items. Please see attached clause for monthly cost adjustment factors. **When a decision has been reached based on this bid, kindly mail/fax any competitive bids along with this form.** Thank you.

Signed; \_\_\_\_\_

First Delivery: \_\_\_\_\_

If possible please include a 2020-2021 calendar.

Sincerely,  \_\_\_\_\_

Michael Poulsen  
Lincoln Branch Sales Manager  
Hiland Dairy

SCHOOL DISTRICT OF SEWARD  
410 South Street  
Seward, NE 68434  
Phone: (402) 643-2941  
FAX: (402) 643-4986  
Dr. Josh Fields, Superintendent



Matt Dominy, Director of Curriculum & Staff Development  
Connie Biaggio, Director of Special Services  
Heidi Covert, Business Manager  
Christine Towle, Secretary  
Tom Vajgrt, Maintenance Supervisor  
Marty Telecky, Director of Transportation

June 17, 2020

DFA Dairy Brands-Dean Dairy  
1345 12<sup>th</sup> Ave SW  
LeMars IA 51031

Dear Debra:

The School District of Seward is accepting firm milk bids for the 2020-2021 school year. The consumption varies from about 1,000 to 1,400 half pints per day.

|                                   |                   |
|-----------------------------------|-------------------|
| Bid on 1% white milk _____        | Firm <u>.2968</u> |
| Bid on skim white milk _____      | Firm <u>.2913</u> |
| Bid on skim chocolate milk _____  | Firm <u>.2997</u> |
| Bid on skim strawberry milk _____ | Firm <u>.2997</u> |

Bids must be returned to the District Office by 1:00 p.m. July 1, 2020. The board will make a decision at the July 13, 2020 board meeting. The School District would like to know if prices will be firm throughout the 2020-2021 school year. Please indicate this on your bid. We are interested in a firm bid.

The company who is the recipient of the bid will need to supply five high quality milk coolers, two at the Elementary, two at the Middle School and one at the High School.

The Board of Education reserves the right to reject any or all bids.

Sincerely,

Dr. Josh Fields  
Superintendent

# SCHOOL DISTRICT OF SEWARD



## STAFF HANDBOOK

2020-2021



## **THE SCHOOL DISTRICT OF SEWARD TEACHER HANDBOOK**

This handbook is intended to provide information to staff related to the duties as a teacher in the Seward Public School District. Please familiarize yourself with the information in it and refer to this handbook to answer any questions before contacting any office or administrative personnel. However, the information in the handbook is not intended to cover every possible condition, but is a guide to many of the district procedures and expectations for certificated staff. References in the handbook to “teachers” are intended to apply to all certificated staff. This includes administrators to the extent the handbook deals with professional expectations and conduct.

The guidelines in this book are in effect for the year on the cover of this document. However, these are administrative guidelines, and may therefore be changed at will by the administration if deemed appropriate and necessary for the benefit of staff, students, or the school district, with the change being in effect immediately. The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decisions based upon available district policies, state and federal statutes and regulations, and the best interests of the district. Also, teachers may be asked to insert additional information as the year progresses.

Each certificated staff member is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information in the handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment, including your employment contract. Staff should also be familiar with district-wide board policies not included in this manual, as well as the negotiated agreement between the School District of Seward and the Seward Education Association. In reading this handbook, please understand that where a direct conflict exists, state or federal law, the negotiated agreement, and Board policies and regulations will control.

This Teacher Handbook and forms are on the district website for access. Teachers will also receive a School Improvement Notebook, which will be turned in at the end of each school year to the building principal so that updates may be made over the summer.

**School District of Seward**

Dr. Josh Fields, Superintendent  
410 South St.  
Seward, Nebraska 68434  
402-643-2941  
Fax: 402-643-4986

**Seward Middle School**

Mr. Kirk Gottschalk, Principal  
2401 Karol Kay Blvd  
402-643-2986  
Fax: 402-643-6686

**Seward High School**

Mr. Scott Axt, Principal  
Ms. Jill Johnson, Assistant Principal  
Mr. John Moody, Activities Director  
532 Northern Heights  
402-643-2988  
Fax: 402-643-2599

**Seward Elementary School**

Mrs. Jessica Dominy, Principal  
200 East Pinewood  
402-643-2968  
Fax: 402-643-4906

## **NOTICE OF NON-DISCRIMINATION**

Seward Public School does not discriminate on the basis of race, color, national origin, sex, marital status, disability, or age or in admission or access to, or treatment of employment or educational programs and activities. The following person has been designated to handle inquiries regarding the School District's non-discrimination policies: Superintendent, Josh Fields, who may be contacted in writing at 410 South St., Seward, Nebraska, at [josh.fields@sewardschools.org](mailto:josh.fields@sewardschools.org) by e-mail or by telephone at (402) 643-2941. Any person may also contact the Office for Civil Rights, U.S. Department of Education, by email at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov); by telephone at (816) 268-0550; or by fax at (816) 268-0599, regarding compliance with the regulations implementing Title VI, Title IX, Section 504, or any other applicable laws.

### **BOARD OF EDUCATION**

**MR. RYNE SEAMAN, PRESIDENT**  
**MR. JERRY RUMERY, VICE PRESIDENT**  
**MR. PAUL DUER, SECRETARY**  
**MRS. JILL HOCHSTEIN**  
**MRS. JANA HUGHES**  
**MRS. DANIELLE SHIPLEY**

### **ADMINISTRATION**

**Dr. Josh Fields, Superintendent**  
**Mrs. Connie Biaggio, Special Services Director**  
**Dr. Matt Dominy, Curriculum and Staff Development Director**  
**Mrs. Jessica Dominy, Elementary Principal**  
**Mr. Kirk Gottschalk, Middle School Principal**  
**Mr. Scott Axt, High School Principal**  
**Ms. Jill Johnson, High School Assistant Principal**

### **OTHER DISTRICT STAFF**

**Mrs. Heidi Covert, Business Manager**  
**Ms. Christine Towle, Central Office Secretary**  
**Mr. Marty Telecky, Transportation Coordinator**  
**Mr. Tom Vajgrt, Maintenance Director**  
**Mr. Craig Williams, Technology Coordinator**  
**Mr. Tom Widler, NSSRS**

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## **A. GENERAL INFORMATION**

### **A1. School District of Seward**

Welcome to the Seward Public School District. We hope your teaching experience in our district is an enjoyable and professional one. We appreciate your efforts to help in the education and growth of our students -- and on behalf of the children, district patrons, administration, and school board, we thank you.

Should a question or a complaint regarding work arise, please present them to the administration. We want to work with our staff to best meet the needs of our students and school. All complaints and concerns should be addressed with the appropriate administrator, as this is the only place where any change can be made. Please do not practice sharing complaints or concerns with other faculty members, students, parents, or citizens of the community.

### **A2. Motto and Mission Statement of the District**

Our Motto: "Every Student, Every Day, a Success."

Our Mission:

The school district of Seward--where every student, every day is a success--affirms that all students will have the skills to become productive and contributing members of a global community. In cooperation with family and community members, the district is committed to the development of each student academically, emotionally, socially, and physically.

### **A3. Weapons**

The District prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school sponsored function. Any teacher found to be in violation of this policy shall be subject to disciplinary action, up to and including termination. State law makes it a crime to carry a handgun in schools and a staff member who violates this will be reported to law enforcement.

A teacher may possess an item which may be considered a weapon where such item is used for instructional purposes and the teacher has received the approval of the administration, provided it is used in the manner approved and is maintained in such a manner as the administration has directed. The phrase "possession of a weapon" includes, without limitation, a weapon in a teacher's personal possession, as well as in a teacher's motor vehicle, desk, locker, briefcase, backpack, or purse.

### **A4. Smoking**

Smoking and the use of tobacco products, including the use of vapor products, alternative nicotine products, or any other such look-alike product are prohibited in Seward Public School District buildings, grounds and property, and in school transportation. There shall be no designated smoking areas within any of the Seward Public School District buildings. Smoking and the use of tobacco products shall also be prohibited in the stands and bleachers at the football field and near the entry of school buildings. All staff members in the school building share the responsibility of adhering to and enforcing the non-smoking policy.

### **A5. Activity Calendar**

The school master calendar is located in the high school assistant principal's office. All faculty in any building and activity sponsors must schedule events on this calendar. Schedule any and all activities through his/her office far enough in advance that adequate planning can be done. Please check with your building principal about the event and the principal will approve and direct that the event be placed on the calendar. No faculty members are to directly place, or request that a secretary place, any events on the master calendar. All activity requests involving students must be made through the assistant principal.

#### A6. Mail & Bulletins

Each teacher will have a mailbox. Please check your mail on arrival and departure from school. Mailboxes should be cleared daily. Mail is picked up at approximately 1:00 p.m. each day and delivered at approximately 2:30 p.m. to the other buildings. The common practice in school procedure of informing teachers of school routine and information will be done through memos via email, bulletins from the principal's office, or via the intercom. Please make it a daily practice to check your email. 'Checking' e-mail messages should be done at appropriate times of the day so as not to take away from valuable instructional time.

#### A7. Newspaper Coverage/Media Contact

Teachers in charge of organizations and activities will be responsible for getting the news to the editor of the Seward Independent. The school district administration shall provide information or contact the news media in cases of crisis, emergency, or other issues of interest other than activities, social, and special programs or events. All news media should be directed to the Superintendent's Office. The superintendent or his/her designee shall issue press releases and arrange interviews. All staff members are expected to be helpful and courteous at all times to the news media, but must refer all questions to the superintendent or his/her designee.

#### A8. Daily Record Books/PowerSchool

Grade reports are to be turned in at the close of the school year. Each teacher must keep daily attendance, tardiness, grades, and achievement of every student in a grade book/PowerSchool as directed by their building administrator. Teachers are expected to maintain the information required for Power School in a timely manner. These records must be kept current and include the minimum information in a readily understandable format:

- Names and assigned student numbers for all students enrolled in class at the beginning of the semester. The name and date of entry for each student who enrolls after the semester opens. The date of withdrawal for each student who withdraws prior to the close of the semester.
- A complete record of the attendance of each student enrolled showing: days on which the student was tardy, days on which the student was absent, with a differentiation between excused and unexcused absences.
- A complete report of all grades for each student.

Information relating to students should not be allowed to be seen by other students, parents, or others not authorized to have access.

#### A9. Reporting of Child Abuse

Refer to Board Policy 4050--Reporting Child Abuse or Neglect

Because of their daily contact with school-age children, educators and other school employees are in a unique position to identify abused and/or neglected children. Nebraska law defines child abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; or (6) sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Reporting Procedure. School employees who have reasonable cause to believe that a child has been subjected to child abuse or neglect or observe a child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect will report the suspected abuse or neglect according to the following procedure.

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately. Employees shall also personally report or cause a report to be made to local law enforcement or to the Department of Health and Human Services.
2. When the principal makes a report of suspected child abuse or neglect, he/she shall inform the employee(s) who made the initial report.
3. Nothing in the paragraph above shall hinder a school employee from fulfilling his/her/their obligation to report suspected abuse or neglect if he, she or they have reasonable cause to believe that a child has been abused or neglected.
4. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

**Contents of the Report.** The report to authorities shall contain the following information to the extent it is available: (1) name and position of reporting person; (2) name, address, and age of abused or neglected person; (3) address of the person or persons having custody of the abused or neglected person; (4) the nature and extent of the abuse or neglect, or the conditions and circumstances which would reasonably result in such abuse or neglect; and (5) any other information that may be useful in establishing the identity of the persons involved and cause of the abuse or neglect.

**Legal Immunity.** Nebraska statutes give legal immunity from any civil or criminal liability to any person who makes a good faith report of child abuse or neglect or participates in a judicial proceeding resulting from such a report.

#### A10. Activity Passes and ID Badges

ID badges will be provided. Faculty are required to have their ID badges visible around their neck on a lanyard or clipped to their shirts and employees are to show their card at all events they attend.

Teachers' spouses may earn an activity pass if they sign up, and take tickets (admission) at one home athletic event. This ID badge admits the bearer only to admission for home athletic events – not other family members. As per conference rule, this ID badge serves as the conference pass but will admit the bearer only. This pass is non-transferable.

#### A11. Lesson Plans

Teachers are expected to prepare lesson plans, which cover at least three days of advance instruction. Each building principal will explain the expected process at their first faculty meeting of the year. Appropriate lesson plans and substitute materials (class rosters, etc.) should always be in place in case of leave absence from work or illness. These lesson plans should enable the substitute teacher to implement the instructional objectives and continue with classroom activities and progress.

#### A12. Fund Raising

Many school and school-related groups and organizations desire to raise funds to support their organizations. There can be an overwhelming amount of requests for a community to support. The administration tries to balance the requests and be as fair as possible to the various associations. Before any class, school organization, or outside school-related group may conduct a fund-raising project, they must receive approval from the administration. All fund raising requests will be made in writing to the building principal and superintendent for approval, approval of which will also be given in writing. At the completion of the fund-raiser, a financial summary must be submitted to the building principal (See Appendix for forms).

#### A13. Inclement Weather/Emergency Conditions



The first concern of the administration during bad weather is the safety of the students and staff. If school is cancelled or delayed, the announcement will be made via Bluejay Alerts, radio and TV stations. When a delay is announced, please continue to listen for any changes that may occur if the weather worsens. All teachers shall register with the Bluejay Alerts notification system to receive weather related announcements.

On days when school is cancelled due to bad weather, teachers are not expected to be in school unless they choose to be; although when a duty day is cancelled due to weather conditions, such days will not be credited as a contract day. Make up days have been built into the yearly calendar that will allow all certificated staff to perform the total contract days. However, when school has been delayed one or two hours, teachers should plan to keep regular school hours if safe travel allows them to do so. If school is closed during the day, teachers will be responsible for remaining with students until all students have safely left school or the administration has made arrangements for remaining students.

If school is being held and parents/guardians feel strongly that they do not want their child/children to attend school, they are asked to keep them home. These students will be counted absent, but will be allowed to make up any school work without penalty within a reasonable time frame allowed for any legitimate absence.

Emergency Conditions: Seward school buildings have signals which, when activated, include the necessity to either evacuate the school building or move to safer areas of the building. All regular drills are held as required by law through the school year. **School officials are not permitted to release students from the school building during a tornado warning.** In the event of a tornado warning, implement the school's established safety procedures.

#### A14. Library and Computer Lab Use

Teachers are encouraged to access the library and computer labs with their students. However, teachers are to be present and are to monitor students for appropriate use of these areas. When library assignments are made by teachers, make sure the media specialists knows in advance what students are expected to do. Teachers are not to send a group of students or a whole class to the media center without first clearing it with the media specialist. Teachers who make arrangements for classes to go to the media center are to accompany those classes and remain in the media center to supervise them while they are there.

#### A15. Room Appearance & Care of Room

Nails or tacks are not to be driven into walls or woodwork for hanging pictures, etc., and use of materials that will remove paint or damage walls is prohibited. Use only bulletin boards on which to fasten items. If an item needs to be fastened on the wall, please file a maintenance request. Before leaving each day, and especially at night or on weekends:

- 1) Close any windows in your room.
- 2) Turn out the lights.
- 3) Lock your doors.
- 4) Teachers leaving the building after evening custodial hours will observe to see that entrance doors are closed and locked. The teacher is responsible for turning of lights and checking any entrance doors that students may have used. Report any discrepancies to the office, or night custodian.

All orders from teachers in regard to maintenance or cleaning shall be made through the building principals. Teachers are responsible for school-owned equipment that they use, or keep in their rooms. Maintenance or repair needs of audio-visual equipment should be reported to the library. Other needs should be reported to the principal.

\*\*\*\*Note: Burning of candles is not allowed in school buildings, per order of the fire marshal.

#### A16. School Assemblies

All teachers are expected to attend assemblies when classes have been dismissed for such a purpose, and to sit with and supervise the class or students they accompany to the assembly.

#### A17. Visitors & Salespersons in the Buildings

All visitors are to report to the office when entering the building and obtain a visitor badge. Teachers are directed to request any individuals noted in the building without a pass to report to the office, including students who are not currently enrolled in that building. Please confront them and refer them to the office, escort them out of the building, or alert an administrator for assistance.

Salespersons will not be permitted to solicit students or teachers during their instructional time during school hours. All such people are to report to the office and receive a visitor pass. Athletic and fund-raising salespersons may contact teachers during a teacher's planning time.

#### A18. Church Night & Sunday

It is board policy that every Wednesday, during the school year, will be left free for church activities. School activities will be scheduled only in cases beyond our control (such as NSAA scheduled activities), and this will be cleared through the office. There will be no meetings, activities, practices, etc., scheduled on Sunday, including summer activities, unless the superintendent gives approval. (See Appendix for forms).

#### A19. Textbooks

Teachers will document checkout and condition of textbooks to students, documenting an assigned number. This should be compared with the condition of the text when students turn in books at the end of the year. Teachers should inform students that they will be assessed fines for lost or damaged textbooks, and teachers are responsible for turning in that information to the office.

#### A20. Testing

The guidance department maintains a regular testing schedule for all students in the school district. These tests sometimes require interruption of classes. When this is necessary, the counselor will provide adequate notice to the teaching staff. He/she may also request assistance from the teachers in administering the tests.

#### A21. Health Services/Injuries

Teachers are not allowed to give medication to students unless they have been trained per statute regarding the Medication Aid Act. Students who are taking medication during the school day will need to have a signed parental/guardian release form in the office. Teachers will be made aware as needed of students who may have medical self-management plans.

Long-term prescriptions: Prior to the administration of any medicine which is to be taken by child for a period longer than two weeks, written permission of both the parent/guardian and the child's physician must be on file in the office.

Short-term prescriptions: Prior to the administration of any medicine which is to be taken by a child for a period of time less than two weeks, the written permission of the parent/guardian must be obtained. Short-term medication will usually include medicine such as antibiotics, eye drops, etc.

##### Safeguards for storage:

1. Medicines, which are administered under the supervision of the school, will be stored in the school office.
2. Except for emergency situations, only the school principal or his designate (office personnel) will administer or supervise the administration of medicine.
3. The medicine will be brought to school in a container with a pharmaceutical label, which must state the student's name, prescription, dosage and manner of administration.
4. Medical procedures are not to be administered in the classroom, except in accordance with the District's Emergency Protocol Plans.

The activities of the health program are implemented by school district nursing staff who are part of the education team in the identification, evaluation, and the provision for the individual health needs of all students. School health services are intended to support, not substitute for, the health care, which should be provided by the parents/guardians. Communications between parents/guardians and the school regarding a student's health is very important and beneficial. Please inform the office of any new health related problems that occur during the school year.

### REPORTING INJURIES/ACCIDENTS

Every accident that results in a personal injury must be reported to the principal immediately. The nurse or principal has a form that may be used to report accidents, and the teacher must file a written report. This information is needed in completing insurance forms and in case of a lawsuit.

In the course of the school year, it is very possible that one of our students will require the rescue squad. Please use discretion when referring students to this service. If such an emergency arises, these are the procedures:

1. Notify the office immediately, (By intercom if one is available or by messenger if you are outside.) In order for the school nurse to respond, the name of the student and nature of the injury must be received with your call.
2. The teacher should render what aid possible, commensurate with the situation, i.e., severe bleeding, seizures, etc. DO NOT move student.
3. The rescue squad number is 911. Be sure to give the location of the student.

### STUDENT INJURIES

The primary responsibility for medical treatment of the student rests with his/her parent or guardian. Emergency treatment of the student may be required while in attendance at school or school functions.

Except for such emergency situations, no student shall be referred by a member of the professional staff to a specific physician, para-medic, physician's assistant, therapist, athletic trainer, or other medical personnel outside the school system. In those situations where physical or emotional dysfunctions appear to exist, the professional staff member may suggest to the parent or guardian that medical attention be considered. The ultimate decision to seek medical attention, and choice of physician or medical personnel, is the responsibility of the parent or guardian.

When a student's physical or emotional condition appears to interfere with the student's ability to participate in athletic or other school activities, a professional staff member may refuse such participation until the matter is brought to the attention of the student's parent/guardian. Prior to participating in school functions suitable assurance shall be provided by the parent/guardian or the student's doctor that the student is medically capable.

The parent/guardian shall have the final approval on a student's ability to return to school activities and athletic events following an illness or injuries. The student shall not be encouraged to participate in school activities following an injury or illness over the objection of parent/guardian.

### A22. Paraprofessionals

Paraprofessionals provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraprofessional, however, must not assume teaching responsibilities. Paras may assist the teacher by assisting with instructional activities under the direction of the teacher. Teaching responsibilities must be met by a teacher and cannot be delegated to a para. The teacher must function in a leadership role and the para in a supportive role.

In academic situations a para must operate under the continuous supervision of a teacher. The teacher must control the classroom environment. A para may not operate an instructional station alone, except for brief periods of time. In nonacademic situations, paras may be assigned to supervise non-teaching activities. Nonacademic activities would include supervision of playgrounds, bus loading stations,

cafeterias and study halls.

Paraprofessionals whose assistance is needed to help supervise students will attend assemblies. This generally is limited to helping supervise preschool, kindergarten and certain special education students. The teacher in charge of these students will make the decision regarding whether or not a paraprofessional's assistance is needed. All other assignments to attend an assembly will be made by the principal. In the event a paraprofessional wishes to attend an assembly on her own time, she may do so with prior administrative approval. Paras are to work only on their assigned workdays and within their assigned workday -- they will work only on days when students attend school unless special permission is granted. Teachers are directly responsible for formal evaluation of paraprofessional staff.

#### A23. Student Aides

Student aides are to be directly supervised by the teacher and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the teacher by helping supervise another student, grade tests or class work, calculate student grades, or record grades. Keys are never to be given to students, whether they are aides or not. A student aide should not be present and assisting a teacher without another adult present after the end of regular teacher duty hours.

#### A24. Managing Student Conduct

Discipline is everyone's responsibility. It begins with the student being responsible for his/her own behavior and understanding the consequences it may cause. The teacher is responsible for articulating classroom expectations at the beginning of the school year, implementing the classroom expectations consistently, posting the expectations, teaching the expected behaviors, and being familiar with the student handbook and the behavioral expectations and plan for the building(s) in which they teach.

All staff are responsible for all students in the hallways, in the restrooms, at assemblies, pep rallies, and during lunch and on the school grounds.

#### A25. Copyright

It is the school's policy to follow federal copyright law. The federal copyright law governs the reproduction of works of authorship.

#### A26. Safety & Crisis Plans

The District has established a Safety and Security Management Plan that includes safety and security plans and procedures to address emergency and crisis situations. Teachers are expected to be familiar with and to comply with the Safety and Security Plan and place their copies in the classroom as directed. A Crisis Response Team has been organized for the Seward Public Schools. A crisis will be defined as: a) the death of a student and/or staff member, and b) catastrophic event involving students or staff. The objective of the crisis response team will be as follows:

1. To provide an organized procedure to use, should such an event occur involving a student or member of the staff.
2. To maintain a safe environment for students and staff.
3. To provide support for those directly involved.
4. To meet the special needs of individual students by working with parents/guardians, school staff, and specialists.
5. To identify students at risk, and in case of suicide, attempt to prevent imitation of suicide by others.
6. To communicate with staff, students, parents/guardians, and the public through the most effective practical methods.
7. To prevent escalation of rumors.

8. To continue effective instruction and to carry out established routines, rules, and regulations within school buildings.

#### A27. School Transportation/Use of Personal Vehicles

Staff who need school transportation should complete a transportation request and give it to the principal for approval. The principal will then contact the district office. The principal must sign the request form before it is sent to the district office. Fuel for the vehicles is to be obtained at the bus barn.

None of these vehicles may be used for any purpose other than school business, and all must be reserved ahead of time through the principal. Staff cannot be reimbursed for mileage on their own car if a school vehicle was available for use. If a vehicle is not available, teachers will be reimbursed at a rate of \$ .33 per mile.

Teachers who drive school vehicles are responsible for following safe driving practices, including the use of seat belts by all occupants, and are responsible for any injury or accident. Teachers should refrain from using cell phones while driving a school vehicle or transporting students.

#### A28. Lines of Communication

Staff should follow the "lines of communication" or "chain of command," particularly in regard to concerns, complaints, and grievances. Please be aware that in filing a grievance, one must proceed through proper channels. In the case of faculty members, any grievance is presented first to your building principal. It is imperative that the above procedure be followed. See the negotiated agreement for a detailed explanation of the formal grievance process. A chart delineating the lines of communication is available at the end of this handbook.

#### A 29. Faculty Meetings

Faculty meetings will be held periodically throughout the year. Agendas may be distributed prior to the faculty meetings. Some of the meetings will be used for curriculum and school improvement discussions. Please visit with the principal if there is something that needs to be discussed. Attendance is required.

#### A30. Field Trips

Teachers are asked to complete a field trip request form each time students are taken from classes to visit in-district or out-of-district situations. No field trips should be scheduled the first two weeks of school or the last two weeks of school. This does not include NSAA trips.

#### A31. Selling at Games

Teachers and volunteers will be selling tickets at games with signup sheets made available at the beginning of the year. If it should occur that someone is needed to sell tickets at games, a teacher may be assigned to sell. Tickets will be sold until after half-time (or the equivalent) of varsity contests. Gate receipts are then turned over to the high school or middle school principal for deposit. Clock Operators, Ticket Sellers, Monitors and Scorekeepers will be paid .0009 of the base salary, per activity. The rate will be rounded down to the nearest \$5.00 increment.

#### A32. Seward Foundation

Teachers and administrators are encouraged to submit applications to the Seward Foundation. The Foundation has application deadlines each year – April 1 and October 1.

To avoid unnecessary grant proposal paperwork on the part of those wishing to make application for funds, the Board of Education along with the school administrators, will screen potential proposals prior to April 1 and October 1.

All potential proposals should be submitted to the respective building administrator by December 1 or July

1. This first proposal should be in written form. It should briefly outline the nature of the proposed activity and its total cost. It will be reviewed by the Board of Education at their February or August meeting. At that time the Board of Education will give their approval to the grant(s) that they would like to see proposed to the Foundation Committee. Following the Board meeting the Foundation application forms will be given to the person wishing to make application for funds.

#### A33. Teacher Requests to Civic Groups

Teachers wishing to approach a civic group to request materials or equipment needed for their classrooms should first clear this request with the principal. This not only makes the principal aware of the request, but provides the opportunity for questions concerning the nature of the request. You are encouraged to give presentations about your programs to civic clubs using student presenters.

#### A34. Grants

Teachers are encouraged to write grants to help finance their curriculum and program needs (with approval from their building principal and the district office). Teachers are asked to request and complete a Grant Application form whenever they do apply for grant dollars from the business manager. This helps the Business Manager organize the different funds.

#### A35. Student Teachers/Student Assistants

If teachers are interested in having a student teacher, please see the building principal. Any student assigned must be approved by the teacher and the building principal. The teacher is to have only one student teacher during the year.

If the teacher desires a student assistant (mostly from Concordia University), there will be forms available to request such an assistant. If a teacher is asked to take an assistant and does not desire to do so, this is the teacher's own decision. However, should the teacher accept an assistant, he/she must be sure that he/she defines clearly and distinctly the expectations of the assistant.

Assistant request forms may be picked up in the office. Return the form to the office to be forwarded to Concordia University.

#### A36. Board Meeting Agenda

A teacher may request that an item be placed on a school board meeting agenda. The teacher will need to complete the form and obtain the principal's signature and send it to the superintendent's office by the Wednesday prior to the Monday board meeting. Forms are located in the Appendices Section.

#### A37. School Security

The Seward School District uses electronic surveillance equipment to monitor the premises for the purposes of: employee and student safety and security; prevention and detection of crime; and the apprehension and prosecution of offenders.

#### A38. Videos

Movies/Videos shown in class should be related to the class curriculum. Any teacher showing a movie with a motion picture rating other than "G" should have prior approval from the building principal.

#### A39. Covering Class During Prep Time

Teachers who are asked to cover another teacher's class during his or her prep time, may submit a time card requesting pay for time at substitute teacher pay rates (time cards shall not be submitted unless the amount of prep time spent covering class exceeds 30 minutes).

#### A40. Classroom Displays

Teachers should only use good discretion when displaying items on their classroom walls, hallways, etc. Displays with inappropriate language or pictures of partially clothed people should not be displayed. As a general rule, if students are not allowed to wear something due to language or because it is too distracting, then teachers should not display anything similar in their classrooms or hallways.

At no time should displays or decorations be hung from, or placed on, the hallway or classroom ceilings as they block the flow of the fire suppression sprinklers if there is a fire.

## **TEACHER GUIDELINES**

### **B1. Professionalism**

Seward Public School District employees are expected to adhere to the professional ethics standards established by the Nebraska Department of Education.

We consider our teaching staff to be true “professionals” who have dedicated their careers to helping young people. Though it may be human nature to dwell on the negative things that occur in life and to complain about work, please try to be positive and keep a positive attitude about work and school.

It is important for teachers to maintain an effective working relationship with the administration and all co-workers, including other teachers and support staff. Teachers are also to maintain appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being honest and consistent, and not intruding on personal matters outside the scope of duties or gossiping and spreading rumors about others.

We should be mindful of not making critical comments concerning students, parents/guardians, patrons, or other employees as it reflects poorly on all of us, and typically finds its way back to those in question and can create hurt and/or hard feelings. If a concern or conflict does arise, let's try to address them in a professional manner.

Teachers are expected to maintain a high degree of professionalism, as their actions and conduct reflect upon the district and the public views them as role models. It is important for teachers to project a professional image to students, parents/guardian, district patrons, and co-workers. There is a strong feeling that there is a relationship between respect for educators from students and the public and being dressed and groomed in a professional manner. Blue jeans, tennis shoes, t-shirts, flip flops and other casual attire are not generally appropriate for school. The building principal may designate some “dress down” or “Bluejay” days within their building.

No Surprises – If our staff anticipates a problem that could involve any of the administrators, or one that may make it to their office, inform them. It is easier to provide support when administrators are aware of the situation. Administrators will do their best to make that a two-way street.

### **B2. Public Relations**

As an educator, you are a representative of the school at all times. The public forms its opinion of the school system through you. All educators should strive to conduct themselves as to cast a favorable reflection upon the school and our staff and students. The school is extremely important to our community. The administration will work to keep its employees as informed on all school matters as possible. However, topics that are solely of school business should be kept this way and not discussed with others outside of the school. Remember, your comments about the school system also reflect upon you.

Teachers are reminded to make visitors and substitutes feel welcome. Do all that is possible to give help and directions in a friendly manner. Using community resource people from our district is a very positive public relations tool. Teachers are encouraged to bring people into their classrooms as much as

possible. Teachers are a very important element in our public relation efforts in our school district. Positive and professional relationships with all elements in our district help build a trusting and important image for Seward Public Schools.

### B3. Responsibilities of School Employees

Nebraska State Laws do not allow school districts to accept responsibility for damage to property or injuries to individuals. Responsibility therefore, falls on the teacher or employees of the school district. This makes it absolutely essential that any school sponsored activity or use of school property is properly supervised.

These responsibilities include following the educational plans and guidelines of the district, including implementing IEP's and 504 plans. Students should be treated consistently and fairly, regardless of race, religion, gender, national or ethnic origin, or disability.

Important laws regarding your obligation to maintain confidentiality of student information and student records should be followed. The No Child Left Behind Act of 2001 requires the District to protect the privacy of students. Information about students should be shared only with other school staff when they need that information to perform their duties in relation to that student. The Family Educational Rights and Privacy Act (FERPA) gives parents/guardians and students over 18 years of age rights of access and confidentiality with respect to education records.

All teachers are to respect the privacy of students, certified staff, and non-certified staff. Staff members will be held responsible for releasing information deemed a property right to unauthorized people. It is inappropriate to discuss student problems or situations out in the general public with anyone other than the appropriate parent or legal guardian.

**You may not share information with anyone other than the student, parent/legal guardian, certain government officials like counselors, police officers, county attorney, etc. Non-Custodial Parents do have rights unless we have a court order taking those rights away.**

**When in doubt about FERPA issues, gather information and tell those requesting the information that you need to get clearance from your principal.**

**P/T Conferences – Be careful what you show and who you talk to. If the legal guardian or parent is at the P/T Conference and they have a grandma or grandpa with them, that would indicate permission by the parent (since they are in attendance); however, if a relative would show up on their own for P/T Conferences you should direct them to the building principal as FERPA prevents you from sharing information about students with them.**

### IDENTIFYING INFORMATION - WARDS OF COURT

4-009.28D19 Release of Photographs and Identifying Information Regarding Wards:

No photographs or slides of a Department ward or other identifying information regarding a Department ward may be released for use on posters, in presentations, press releases, newsletters, etc., without the written consent of the youth's worker and supervisory approval. In deciding whether consent will be given, the worker shall consider:

1. Legal status (if parental rights are intact, written parental consent must be obtained.);
2. the ward's opinion and wishes; and
3. use of material (for example, if child is identifiable, will it be detrimental to the child or his/her family.) If a situation is questionable, the worker shall not give consent.

### B4. Use of School Property and Equipment



The personal use of school district property is not to be considered a benefit of employment. During the school year, teachers may access the facilities outside of the school day, providing such access is for work-related reasons. School facilities should not be accessed by employees for personal use. School equipment, materials, and supplies should not be used or taken from the school buildings for personal use. Employees shall use the school phones, postage, and fax machines for business use only, and each employee will be issued a personal code number that must be used to access long distance service. All long distance calls must pertain to school business. Employees should be as economical as possible when using the phone. Personal calls should be made with an employee's own calling card or phone credit card. Phone service to the school is taxpayer supported and is provided tax-free to tax exempt organizations such as the school district, and as such is intended for school business.

School equipment and materials will not be used for commercial purposes of individual employees. No employee shall use his position to solicit business from students or parents nor should any employee conduct personal business during school time. Teachers shall not perform duties unrelated to their employment with the district during school time, nor engage in outside employment which conflicts with school responsibilities.

The district would like to allow access for employees to Internet use and email, as personal use does not place any additional cost on the district and can be a "fringe" benefit to employees. Please follow the district guidelines for use of the Internet. However, employees should take care to use common sense and limit the use of personal email or Internet access during business hours. Remember, anything that you forward will have your address and name on it and there are statutes on the improper use of state government property. You can create a problem for yourself if inappropriate material or use is being forwarded through the use of school property (computers & service). Again, employees are not allowed to use school email or Internet access for commercial purposes or gain. Use of school technology equipment will be allowed only with approval of the building principal and must be for school related activities.

Teachers must not lose their keys and are not to loan their school keys to students or anyone else to retrieve articles or run errands, or access the building or classrooms at any time. It is the duty of all teachers to see that the furniture and equipment belonging to the district is given the best of care. Anyone abusing school property in any way should be dealt with immediately and also reported to the building administrator.

The District reserves the right to access or search school property and places where items are stored that are used by employees. Teachers should keep personal items separate. The District is not responsible for personal property that teachers bring to school and it is recommended that teachers do not bring sizeable amounts of money or valuables to school.

Property and facilities of the Seward Public Schools may be used by the public for educational purposes provided that administrative approval has been granted.

#### **B5. Supervision of Students**

Teachers are responsible for all students under their direction and should at all times be with them. All students must be under the direct supervision (i.e. within sight and sound) of the teacher or sponsor during class time, at recess, study hall, in the locker rooms, weight rooms, gyms, or any after school activity. Students in classrooms should not be left unattended, nor should students at practice or during any other activity be left unattended. If a necessity arises, call the office or find a replacement to cover for you while you are gone. Students are not to be sent by teachers on school directed errands away from the buildings. Any exception to this must be approved by the building principal or his/her designee.

Appropriate supervision includes supervising students while they are being transported to an activity on school transportation. Teachers are expected to enforce the bus regulations, maintain order, and are responsible for student behavior. Ensure that athletes treat opponent facilities and locker rooms appropriately. Class sponsors are responsible for their group any time they have meetings. When classes hold meetings, teachers are to meet with the class they sponsor.

## SCHOOL DISTRICT OF SEWARD SPONSOR RESPONSIBILITIES ON ACTIVITY AND FIELD TRIPS

1. The sponsor of Activity trips/Field trips should submit a bus request at least three working days before the trip. If at all possible bus requests for activity trips may be submitted to the Transportation Supervisor for the entire season at the beginning of the activity.
2. The sponsor shall enforce the established bus trip rules while his assigned group is riding the bus.
  - (a) Stay seated while bus is in motion
  - (b) Keep bus clean
  - (c) Observe same conduct as in the classroom
  - (d) Do not block aisle of the bus
  - (e) Cooperate with the driver
  - (f) Be courteous, use no profane language
3. When necessary, the sponsor should sit in the back or the middle of the bus to control unruly passengers.
4. The sponsor should alert his group when stopping at railroad crossings by calling out TRACKS and insist upon silence.
5. After the passengers leave the vehicle on returning to school, a coach or sponsor should check the vehicle for remaining equipment and possible damage. The vehicle should be cleaned.
6. Transportation of Unsafe Items: School transportation vehicles shall not transport any items, materials or equipment which in any way would endanger the lives, health, or safety of the passengers and driver. In addition, any item or items which would break or could produce injury if tossed about the inside of the school transportation vehicle should be properly secured. (State Law) Items should be carefully stored out of the aisle and in the overhead luggage rack.
7. Students may not eat or drink on activity trips or field trips unless the driver gives permission. Bottles will not be tolerated because of glass breakage. All trash must be picked up and brought to the front of the bus and deposited in the trash container. Sponsors should see that this is done.
8. Any damage received to a vehicle will be assessed to either an individual or to the organization.
9. In the event of bad weather, the sponsor, bus driver, and/or coaches should determine whether or not to continue to an activity or to return.
10. After reaching the destination vehicles will be locked. If students need to come back to the vehicle for any reason after the vehicle has reached its destination, contact must be made with the driver. The driver will stay in the area of the activity. If the driver needs to leave the area, he/she will inform the coaches and/or sponsor where he/she can be reached.
11. The activity trip/field trip should be made using the shortest and safest route. The bus driver shall always be notified of any deviation from the requested trip.
12. Communication is the key word for an efficient activity trip/field trip. The sponsor should communicate a departure time and approximate return time.
13. If a bus or van becomes unsafe because of faulty equipment, the safety of the passengers is of utmost importance. Other schools will always cooperate in times of emergencies and vehicles should not be driven if the situation is unsafe.
14. Capacity for all vans is 10, plus the driver. (Effective August 1998)

Students should be provided with proper instruction when undertaking activities that could result in an injury. Note in lesson plans when safety issues are addressed with students and bring students who are absent during that phase of instruction up-to-date upon their return. If you are supervising when an accident occurs, be certain that you notify the principal of the accident and fill out an accident report.

Alert the office if any safety hazards come to your attention. Contact the office for assistance if a situation warrants it, especially if there is a chance of injury or danger to students; such as a health emergency, fighting, or the presence of weapons or other illegal items.

If school is dismissed early due to inclement weather, teachers are expected to remain with students until arrangements have been made for all students to safely leave or be transported from school.

Corporal punishment is prohibited by State Law and by the Seward Public School District.

#### B6. Teaching Certificates

All teachers must have their teaching certificate registered with the Superintendent of Schools. All new teachers and first year teachers must have their certificate on file before they may begin work or receive a paycheck.

#### B7. Payroll

All paychecks will be direct deposited on the 15<sup>th</sup> of the month, with the first check of the contract year issued on the 15<sup>th</sup> of September. If the 15<sup>th</sup> falls on a holiday or weekend, the deposit will be made on the business day before.

Salary and benefits are paid according to the employee's contract and the negotiated agreement. Payroll deductions will be made as per the negotiated agreement and in accordance with the law.

According to Nebraska law, all teachers between the ages of 21 and 65 must participate in the state retirement program. Please submit your retirement number to the business manager of the district. Teachers must also participate in the social security program. Please notify the business manager of your social security number and number of exemptions.

#### B8. Assignment & Transfer

Each employee of the district shall be assigned to a specific position at the direction of the Superintendent of Schools and may be transferred to any other position as the superintendent may direct. This applies to extra duty assignments, as well. The extra-curricular program of the school district is an integral part of the overall educational program of the school district. As such, a teacher shall not reasonably refuse to accept such extra-duty assignments. Performance in an extra duty appointment is part of the performance evaluation in the District.

Transfers may be made at the initiative of the superintendent or at the request of the employee and for the purpose that, in the judgment of the superintendent, is for the welfare of the employee or the school.

#### B9. Communications

Communication between members of our staff is essential. It is important that we support and encourage each other on a daily basis. It is also important that we keep each other informed about upcoming events, student issues, etc. In all matters of communication between members of the staff, short emails with the dates, times, and topics are advisable. Never assume that a verbal message was delivered accurately; and, never assume that another individual will remember a message that was briefly shared while passing in the hallway. Verbal transfers are often inaccurate, misinterpreted, and/or forgotten. "Don't say it...write it!"

When a concern with another staff member arises, it is important to remember the proper steps for solution. Go directly to the other staff member to discuss the concern and possible solutions. Inappropriate discussions or negative topics should not be discussed in the lounge as this can only make things worse. It is important to remember the need to maintain effective and appropriate working relationships with other staff and administrators. We are here to provide a solid educational foundation for all of our students. We are here to support each other professionally and personally.

#### B10. Committee Appointments

Faculty committees will be appointed as the need arises by the building principal or superintendent.

#### B11. Duty Hours

Regular, dependable attendance at work is an essential function of a teacher's employment position. The Board of Education recognizes that teachers' responsibilities to their students and their profession

generally involve the commitment of time beyond the normal working day, but also recognizes that teachers and other educational professionals are entitled to regular time and work schedules on which they can rely in the ordinary course of events and which will be fairly and evenly maintained to the extent possible throughout the school system. A typical workday is from 8:00 a.m. to 4:00 p.m. Teachers may be able to leave earlier on Friday. Supervision of activities typically requires hours outside of the scheduled workday. Each certificated staff member shall be expected to be on duty before and after regular school hours to plan and carry out his/her individual professional responsibilities, including meeting with parents/guardians, students, administrators, and faculty as needed.

The school day of the Seward Public School District shall be arranged, scheduled and maintained by the administration within the limitations of state statute. Teachers are to be in their classrooms or at assigned hallway supervision by 8:00 a.m. and whenever students are present in their classroom. This supervision schedule may vary slightly (a few minutes either way) by building, to meet the particular needs of that building. Variations to these procedures are at the discretion of the building principal.

#### B12. Absence from Work

Teacher availability to students is a high priority in our school district, therefore teachers may not be absent from the building during contract hours, except by permission of a building administrator. If an occasion arises when a teacher must leave the building, he/she must sign out/in on the form in the school office and sign in upon return. The purpose of this is that it will not be necessary to call or search the building for you if you have a visitor or phone call during the time you are out. Any time a teacher is gone more than 15 minutes, a leave request form must be filled out and given to the assistant principal. Coaches and sponsors should let the office know when you are leaving early for a scheduled event. Any staff members wishing to attend a school related activity may do so after the regular student dismissal time, by first receiving permission from their building principal. Professional development days and other school related meetings take precedence over this procedure. Any variation to this procedure is at the discretion of the building principal.

Teachers are provided with leave per the negotiated agreement. Leave requests shall be submitted using the online Google Forms and timelines should be followed for leave requests. Leave provided by the District should be used for the purpose intended. Abuse of leave affects students, other staff, and the entire District and will not be allowed. In an emergency, if you need to arrive late or leave early, please notify the principal; or, if the principal is not available, please inform the office staff.

For medical situations that provide time for notice of leave, the teacher should submit those requests as soon as possible.

In case of illness, a teacher is to follow the guidelines for when and who to notify that are established by each building principal. Teachers may be asked to cover a class for another teacher that needs to be absent. A substitute is expected to assume all responsibilities and duties of the teacher. When the teacher returns, a summary report of what has been done by the substitute should be in the sub packet. Substitute packets are to be assembled by the second week of school and should contain the following:

1. A list of all students enrolled in each class
2. Seating charts
3. Title of textbooks used in each class and where located
4. Where lesson plan book is located
5. Class procedure sheet
6. Where attendance sheets are located
7. Home phone number
8. List of rules and regulations of each class
9. Additional items as specified by building principals

Unless the teacher has indicated that he/she will be absent for a specific length of time, keep the office advised from day to day. Teachers who are called to jury duty will notify their building administrator immediately.

#### B13. Payroll Deductions for Absence in Excess of Paid Leave

Refer to the negotiated agreement.

#### B14. Family and Medical Leave Act

The Family and Medical Leave Act Policy (FMLA) provides for 12 weeks of job-protected unpaid leave in a 12-month period to eligible employees in specified circumstances. Specifics are available on the school website under the school board link and Board Policy 4011

#### B15. Requisitions, Purchases & Central Supply

Every purchase will need a purchase order from the office. Only items that are necessary for the everyday function of a classroom will be ordered during the school year. All requisitions must be filled out on a purchase order forms from the office and approved by the building principal with their signature, and then forwarded to the superintendent's office. Any other items purchased without this authorization will be the responsibility of the employee placing the order and not the school district. Telephone orders and "charging" are not allowed and orders for preview material should follow the same procedure as that of a regular purchase. This is required in order for us to keep an accurate accounting of spending and it will be strictly enforced.

In February, staff will receive direction from the building principals to make requisitions for the following school year. Requests for new textbooks should be discussed with the building principal before being placed in the requisition folder.

Orders for supplies stored in the district office are to be processed on the supply request form available in the building offices. These should be submitted to the principal for approval before being sent to the district office.

#### B16. Inventory

All personnel will maintain current inventories and condition analysis for classroom materials and extra-curricular activities equipment used in an electronic folder. An up-to-date hard copy will be provided to the building principal within three weeks from the end of the activity, and (for classrooms) at the end of the school year upon checkout. This will include a key inventory.

#### B17. Parent/Guardian Communications

Most parents/guardians are concerned about how their children are doing in school, both academically and socially. In some cases, parent/guardian-teacher conferences may be too late to inform parents/guardians of a concern. Please make an effort to contact parents about a concern as soon as possible and whenever appropriate throughout the school year. The first time a parent/guardian hears from the teacher regarding student progress should never be when the child is already failing. Parents/guardians should be notified either by phone or with a progress report any time a student is failing or doing near failing work. Inform your building principal about these contacts so that they may be prepared if contacted by the parent or guardian.

#### B18. Accidents (On The Job)

Employees who are injured during the course of their workday must complete the prescribed accident form. If the injury is such that immediate medical attention is required, the employee or designee should notify the office at once. Worker's Compensation: Teachers are required to immediately report any work-related injury and/or work-related medical condition to their supervisor and the teacher is required to complete all appropriate paperwork.

#### B19. Personnel File

Access to an employee's personal file will be in accordance with all state and federal regulations. The request to review an employee's file should be in writing and given to an employee's supervisor. Examination of the file shall be made at a specific time, in the central office, and in the presence of the building administrator or superintendent. Contents of the file may not be removed from the premises, destroyed, or defaced except as by law. However, a written response to any item in such file may be attached and become a part of the file record.

#### B20. Professional Growth

Employees shall give evidence of professional growth every six years.

Evidence of professional growth may be demonstrated by the attendance at Professional Development Programs developed by the School District of Seward Staff Development Committee.

#### B21. Outside Employment

Employment by the Seward School District is considered the primary and predominant occupation for certified teachers, administrators, and full-time classified employees. Certified staff shall not perform duties unrelated to District employment during duty hours. In addition, teachers shall not engage in employment which conflicts with their school duties.

This does not mean, however, that employees may not engage in other occupational, business, political, community, or social activities, provided: that such activities do not interfere with the complete and successful discharge of the duties of school district employment, according to the terms of the employee's contract and as determined by the superintendent.

#### B22. Salary Schedule Advancement

Complete official transcripts of all graduate hours earned which are pertinent to the teaching placement on the salary schedule should be on file in the superintendent's office. Teachers should document their intentions of summer school hours in May prior to the beginning of classes. Failure to document hours may result in the non-approval of such hours. Copies of transcripts demonstrating completion of hours for movement must be in the superintendent's office by September 1<sup>st</sup> of the year in order to be paid for movement on the schedule.

A single form is used to both request approval of classes for advancement and for approval of movement on the salary schedule. Use the top part of the form to receive approval for classes – if approved the signed form will be sent back to you. When classes are completed, submit the same form with the bottom part filled out requesting schedule movement. Forms are located in the Appendices on this website.

#### B23. Employment

A teacher is employed by the Seward Public School District when the teacher signs the Teacher Contract and the Board of Education approves such contract of employment. The teacher's employment continues absent action by the administration and the Board of Education to non-renew, terminate, amend, or cancel the teacher's employment contract with the school district, or action by the Board of Education to accept a resignation of employment.

If by April 15 of each school year, a teacher has not received written notice of non-renewal, termination, amendment, or cancellation of a contract, then he/she is considered contracted for the following school year according to continuing contract provisions in state law.

Should a teacher wish to resign from employment, the teacher should give written notice of resignation to the Superintendent. The request to resign will be acted upon by the Board of Education. Mid-year resignations and resignations given late in the spring for the following school year can present significant planning problems for the District. If a mid-year resignation is submitted, or a resignation for the following school year is submitted after April 15 or after the teacher has signified acceptance of employment for the next school year, the Board of Education may act to not accept the resignation unless a suitable

replacement can be found. The District will enforce the continuing contract of teachers accepting employment for the next school year under the provisions of Nebraska Revised Statute 79-820

#### B24. Jury Duty

A teacher who is summoned for jury service shall promptly notify the principal of such summons. The teacher's salary will continue during the time spent in jury service, and no deduction of leave time shall occur, except that the District may reduce the pay by an amount equal to any compensation, other than expenses, paid by the court for jury duty. Teachers are to notify the business manager of the amount received for such jury duty. If a teacher, upon reporting for jury duty in the morning is dismissed from jury duty for the remainder of the day, the teacher is to report for duty and resume duties for the balance of the day. When a teacher is entirely dismissed from jury duty, the teacher is directed to report for duty and the substitute will be dismissed.

Teachers are expected to promptly notify the principal of any other form of legal summons which may require an absence from duty. In the event the summons involves a school-related matter, the matter shall be treated similar to a jury duty absence. In the event the summons involves a personal matter, the teacher will be required to use available leave days.

#### B25. Contract Days

Teachers are contracted for 186 days, otherwise known as the "contract year." With the exception of unforeseen circumstances, the contract year will typically include:

- a. Each school building will have a specified number of student contact days.
- b. The remaining contract days will be used for professional development, planning, and parent teacher conferences.
- c. Only in rare instances will teachers be allowed to take personal leave during scheduled professional development activities, elementary planning days and/or parent teacher conferences.

#### B26. Activity Accounts/Fund Raising

Guidelines for activity accounts, coaching clinics and camps, and fund raising are found in the Appendices.

#### B27. Professional Development

Guidelines for Staff Development Funding procedures and request for funds found in the Appendices.

#### B28. Safety Plans

All teachers must review the Seward Public Schools Safety Plan regularly and be prepared to implement and follow procedures within that plan at all times.

## **C. SIGNIFICANT POLICY & OTHER HELPFUL INFORMATION**

**4012**

### **Staff Internet and Computer Use**

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching and learning skills. The following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district's faculty and staff. Staff should also refer to the district's policy on Staff and District Social Media Use.

#### **I. Staff Expectations in Use of the Internet**

##### **A. Acceptable Use While on Duty or on School Property**

- 1. Staff shall be restricted to use the Internet to conduct research for instructional purposes.**
- 2. Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents, and patrons.**
- 3. Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.**
- 4. Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.**

##### **B. Unacceptable Use While on Duty or on School Property**

- 1. Staff shall not access obscene or pornographic material.**
- 2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.**
- 3. Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.**
- 4. The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.**
- 5. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.**

#### **II. School Affiliated Websites**

Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated web page which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any website which identifies the school district by name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated web pages and must only publish content appropriate for the school setting. Staff must also comply



with all board policies in their school-affiliated websites and must comply with the board's policy on professional boundaries between staff and students at all times and in all contexts.

Publication of student work or personality-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information on the Internet.

### **III.Enforcement**

#### **A.Methods of Enforcement**

The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic communications or files, which are stored or accessed on or using school property and these are subject to search and inspection at any time.

1.The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district's policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.

2.Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.

3.The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

#### **B.Any violation of school policy and rules may result in that staff member facing:**

1.Discharge from employment or such other discipline as the administration and/or the board deem appropriate;

2.The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;

3.When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

### **IV. Off-Duty Personal Use**

School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is (1) consistent with other district policies, (2) consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education "Rule 27"), and (3) is reported as compensation in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid. All of the provisions of Rule 27 will apply to non-certificated staff for the purposes of this policy. In addition, employees may not use the school's internet, computers, or other technology to access obscene or pornographic material, sext, or engage in any illegal activities.

### **ADMINISTRATORS, FACULTY AND STAFF AGREEMENT**

In order to make sure that all members of the School District of Seward community understand and agree to these rules of conduct for use of the e-mail and Internet systems of the school district, the School District of Seward asks that you, as an administrator, faculty member, or staff member user, sign the following statement:

I have access to, and have read, the "Terms and Conditions for e-mail and Internet Access" adopted by the School District of Seward, and I understand and will abide by those district guidelines and conditions for the use of the facilities of the School District of Seward and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the School District of Seward nor any of its employees nor any of the institutions for networks providing access to the School District of Seward responsible for the performance of the system or the content of any material accessed through it.

Employee's Name \_\_\_\_\_

School \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_, NE

Home Phone No. (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

This form will be retained on file by authorized  
faculty designee for duration of applicable  
computer/network/Internet use.

## **C2. SEXUAL HARASSMENT POLICY (Board Policy 4014)**

It is the policy of the school district to provide an environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by and of employees and students is unequivocally prohibited. Sexual harassment is misconduct that interferes with work productivity and wrongfully deprives employees of the opportunity to work and students of the opportunity to study and be in an environment free from unsolicited and unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment is a prohibited practice and is a violation of the law.

The U.S. Equal Employment Opportunity Commission has issued guidelines interpreting Section 703 of Title VII as prohibiting sexual harassment. Sexual harassment is defined in those guidelines as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

A person who feels harassed is encouraged to inform the person engaging in sexually harassing conduct or communication directly that the conduct or communication is offensive and must stop. If the person who feels harassed does not wish to communicate directly with the person whose conduct or communication is offensive, or if direct communication with the offending person has been ineffective, the person who feels harassed should report the conduct or communication to a supervisor, principal, the superintendent of schools, or a board of education member with whom he or she feels comfortable in reporting the issue.

Regardless of the means selected for resolving the problem, the good faith initiation of a complaint of sexual harassment will not affect the complainant's employment, compensation or work assignments as an employee, or status as a student.

Sexual harassment of one student by another student or students is addressed in a separate policy.

### **C3. Drug-Free Workplace (Board Policy 4002)**

It is vitally important to have a healthy workforce that is free from the effects of illegal drugs. The use or possession of unlawful drugs in the workplace has a very detrimental effect upon safety and morale of the affected employee, coworkers, and the public at large; and on productivity and the quality of work.

Federal law requires this school district, as a recipient of federal funds, to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the district's workplace is prohibited. The term "workplace" includes every location where district employees may be found during their working hours or while they are on duty, regardless of whether the location is within the geographic boundaries of the district. Any employee who violates this policy will be disciplined with measures up to and including discharge. The district may, in its sole discretion, require or allow an employee who violates this policy to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.

The district shall provide every current employee with a copy of this policy, and shall provide each newly hired employee with a copy upon hiring. Every employee shall be required to signify receipt of a copy of the policy in writing. All district employees must abide by this policy, including those who are not directly engaged in the performance of work pursuant to a federal grant.

Within five days after a conviction, an employee must notify the head of the department in which he or she is assigned of any conviction of a criminal drug statute for a violation occurring in the workplace. The failure to report such a conviction will result in dismissal. If the employee convicted of such an offense is engaged in the performance of work pursuant to the provisions of a federal grant, the district shall notify the grant agency within 10 days of receiving notice of a conviction from the affected employee or of receiving actual notice of such a conviction.

An employee who is convicted of violating any criminal drug statute for conduct that occurred in the workplace will be subject to disciplinary action, including but not limited to suspension or discharge. The district may, in its sole discretion, require the employee to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.

I acknowledge that I have received a copy of the School District's Drug-Free Workplace policy. I understand that I am required to abide by the terms of the policy as a condition of my employment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### **C4. EFFECTIVE PARENT/GUARDIAN TEACHER CONFERENCES & COMMUNICATION**

It is very important to keep parents/guardians informed on a student's progress. When a problem arises, arrange a conference with the parent or guardian. If the problem is not discussed with the parent/guardian, the parent or guardian will most likely be discussing the problem with others, which only magnifies the problem.

The first indication that a child is having difficulty should not be the arrival of the report card or progress report. Keep the parents/guardians informed of your concerns.

##### **Parent/Guardian Conferences**

Conferences are a critical opportunity for teachers to dialogue with parents (or guardians) of students regarding student achievement and learning. Teacher attendance at these scheduled conferences is mandatory.

##### **Checklist For A Good Conference:**

1. Make careful preparation – inform students about what papers and comments will be shared.
2. Have an informal setting – but insure privacy.
3. Set a time limit.
4. Establish rapport. Listen attentively.
5. Begin on a positive note and present more strengths than areas on which to work.
6. Encourage the other person to talk and encourage suggestions from the other person
7. Develop an attitude of mutual cooperation (what can we do to solve??).
8. Delay making numerous definite suggestions yourself (three is plenty).
9. Use their practical suggestions as a springboard for action.
10. Summarize points covered.
11. Make plans together for future progress.
12. End on a note of continuing cooperation.
13. Make notes after they leave (include date and time).

##### **Note:**

- Do not preach about why students may not be doing well. Do not make excuses by blaming parents/guardians, the environment, the number of students in class, the time of day, the building and facilities, or the materials provided.
- Do not waste conference time by telling jokes or talking with the parents/guardians about other issues not pertaining to the conference.
- Do not give parents/guardians the impression that you are not competent by stating that you are inexperienced or otherwise unprepared.
- Do show a genuine interest in the student and the parent/guardian.
- Do try to indicate that there is unity within the school – that policies and curriculum are for the benefit of all.
- Do encourage the parents/guardians to bring the teacher any problem that they may think is hindering the child's progress.
- Do be patient when listening to a problem and give concrete suggestions as to what steps the parents/guardians and school can take together to help solve the problem.
- Do give encouragement and appreciation for the efforts of the parents,/guardians even the ones who are not being successful.
- Do not do or say anything that puts the parent/guardian on the defensive. No one likes to be put on the defensive, parent/guardian or teacher.
- Realize that it takes a great deal of courage for parents/guardians to come to school and discuss a problem concerning their child.
- Explain that grades are a report of progress, NOT a reward or punishment.

## Conference Checklist:

### A. Pre-Conference

1. Notify:
  - a. purpose, place, time, length of time allotted
2. Prepare:
  - a. review child's folder
  - b. gather examples of work
  - c. prepare materials
3. Plan Agenda
4. Arrange environment:
  - a. comfortable seating
  - b. eliminate distractions

### B. Conference

1. Welcome
  - a. establish rapport
2. State
  - a. purpose
  - b. time limitations
  - c. note taking
  - d. options for follow-up
3. Encourage
  - a. information sharing
  - b. comments
  - c. questions
4. Listen
  - a. pause once in awhile!
  - b. look for verbal and nonverbal cues
  - c. to questions
5. Summarize
  - a. end on a positive note

### C. Post-Conference

1. Review conference with child, if appropriate
2. Share information with other school personnel, if appropriate
3. Mark calendar for planned follow-up

**C5. Investigations and Arrests by Police or Other Law Enforcement Officers  
(Board Policy 5022)**

Police or other law enforcement officers may be called to the school at the request of school administration, or may initiate contact with the school in connection with a criminal investigation. The school district shall not allow law enforcement officers access to students to conduct an investigation during school hours unless the officers are investigating charges that the student has been the victim of abuse or neglect. Contact between the school and law enforcement authorities on matters involving students shall be made through the office of the superintendent or principal and the law enforcement officer.

Law enforcement officers may talk to a student away from the school before or after school hours, and they should be encouraged to do so. Law enforcement officers shall be allowed to conduct an interview at the school only when the interview is conducted at the request of the school or when they can show that special circumstances exist. This determination should be made by the appropriate building principal or superintendent. Law enforcement officers should be permitted to interview students on school grounds only after providing the superintendent or appropriate building principal with a statement that the law enforcement officer has reason to believe and does believe that the student is the victim of child abuse or neglect perpetrated by the child's parent(s) or some other member of the child's immediate family, and that the law enforcement official wishes to interview the student regarding such abuse or neglect.

Throughout this process, all attempts should be made to avoid embarrassing the student before his or her teachers and peers, and to avoid disrupting the student's and school's education program.

1. Law enforcement officers should be permitted to take custody of a student if they possess an arrest warrant or if they otherwise assert a lawful basis for doing so. Whenever possible, the arrest or release of the student should be conducted in the building principal's office and out of the view of other students. When a principal or other school official releases a minor student to a law enforcement officer for the purpose of removing the minor from the school premises, he or she shall take immediate steps to notify the parent, guardian, or other responsible adult regarding the release of the minor to the officer and the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse. If the law enforcement officer indicates that the child is being taken into custody because the child is the victim of suspected child abuse, the principal or other school official shall, as a condition of releasing the student to the law enforcement officer, require the officer to sign the statement appended hereto certifying that the child is being removed from school premises because he or she is believed to be the victim of child abuse and that the officer understands and will comply with the legal requirements of NEB. REV. STAT. § 79-294.
2. Law enforcement personnel shall not be allowed to roam about the school until the student is found, and shall remain in the administration office while school personnel seek the student.
3. If possible, the education program of the student should not be disrupted to allow for police questioning of the student during class time.
4. Any questioning by law enforcement officers that is permitted should be conducted in a private room or area where confidentiality can be maintained. This should be an area removed from observation by or contact with other pupils and school personnel.
5. If law enforcement officers are to be allowed to question a student, the principal or school official shall make a reasonable attempt to notify the child's parents before questioning begins, except in cases of suspected child abuse or child neglect involving the parent or other family member. The parents should be given the opportunity to come to the school prior to the questioning.
6. If the parents are notified and are able to attend, they should be allowed to be present at the interview. The principal or designee should be present at the interview, but should not take part in any questioning. The principal or designee should remain a neutral observer at all times.

**STATEMENT OF LAW ENFORCEMENT OFFICER RELATING  
TO REMOVAL OF CHILD FROM SCHOOL PREMISES WHO  
IS BELIEVED TO BE THE VICTIM OF CHILD ABUSE**

I, \_\_\_\_\_ (printed name of law enforcement officer) certify that I am a law enforcement officer employed by \_\_\_\_\_ (printed name of law enforcement agency). I certify that I am removing \_\_\_\_\_ (printed name of child being removed from school premises) because the child is believed to be the victim of child abuse. I acknowledge that I have been provided with the address and telephone number of the child's parent or guardian by school officials. I also acknowledge that I am familiar with and will comply with the obligations imposed on me by NEB. REV. STAT. § 79-294, which is set forth below:

When a principal or other school official releases a minor student to a peace officer as defined in section 49-801 for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parent or guardian. The peace officer shall take immediate steps to notify the parent, guardian, or responsible relative of the minor that the minor is in custody and the place where he or she is being held. If the peace officer has a reasonable belief that the minor would be endangered by a disclosure of the place where the minor is being held or that the disclosure would cause the custody of the minor to be disturbed, the peace officer may refuse to disclose the place where the minor is being held for a period not to exceed twenty-four hours. The peace officer shall, however, inform the parent, guardian, or responsible relative whether the child requires and is receiving medical or other treatment. The juvenile court shall review any decision not to disclose the place where the minor is being held at any subsequent detention hearing.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Law Enforcement Officer

Time: \_\_\_\_\_



## **C6. News Media Information**

Quick and accurate information to the community will continue to be a key element in the success of programs in the Seward Public Schools. The news media policy developed by the superintendent and news media managers and editors will be continued. The policy, which will apply to schools throughout the year, will be in the best interest of the School District of Seward, the community and the news media.

The following procedures are in effect:

1. School will be open to members of the news media for scheduled interviews, photographs, filming and taping.
2. The principal will openly and truthfully answer questions regarding situations or incidents that have or are occurring in that building. All news is not good news, but the fear of inaccurate information is worse than bad news to most citizens.
3. If principals are actively involved in a situation, they will not be called upon to answer reporters' questions at that time. Reporters may be asked to leave the immediate scene, perhaps to a room in the school or other designated areas where they may wait until information is available. All editors acknowledge their responsibility in such an instance.
4. News people often hear inaccurate stories from parents whose children might have carried home such stories. The problem of discerning what is fact and what is rumor must be distinguished in order to prevent the spread of inaccurate information. The duty of the principal will be to help, when questioned, by reporting what information is available. Both positive and negative information falls in the realm of public information. If it can be said truthfully, "Everyone is okay," the answer will be a relief to the community.
5. Most reporters use identification cards. Each newsperson must report to the principal's office and show identification.
6. News briefings will be scheduled as needed.
7. In the case of a crisis or tragedy no school person should talk to a reporter without contacting the Principal, who will in turn contact the Superintendent of Schools, so staff members are aware of the fact. This is imperative.
8. If the police department is called upon to handle a situation that gets out of hand, the news media will abide by police jurisdiction. Contact the superintendent's office immediately.
9. State law prohibits the photographing of foster children in schools without specific written consent.
10. Special Education students may only be photographed if parent/guardian written consent is provided.

## **C7. Teacher Evaluation Information**

Evaluations of teachers will be conducted in accordance with the District's evaluation policy. Supervisors reserve the right to observe, appraise, or evaluate teachers more frequently than required by policy on an as needed basis. Teachers are expected to participate constructively and positively in the evaluation process and to accept and implement constructive suggestions and improvement strategies developed by the administration

The teacher evaluation process and forms are located in the Appendices.

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## D. SEWARD HIGH SCHOOL HANDBOOK

### D1. Absence Reporting

**Attendance must be taken within the first 15 minutes of each class period, including Access Time.** Attendance may be modified at any time during class. Daily attendance records will be kept in the office. Each teacher should keep all daily absences on the computer.

### D2. Academic Excellence Policy

Any student having academic difficulty in a course shall have a counseling session with the guidance counselor or administration and the teacher. The parent/guardian will be notified of the academic difficulty and encouraged to visit with the staff involved.

Activities may be modified or restricted until progress in the course is improved. This decision shall be made in consultation with the student, teacher, guidance counselor, and building principal. Should extra study time be required it shall be made available for the student. To be eligible to participate in school activities, a student cannot be failing one (1) class.

The following procedure will be used with ineligible students:

1. Parents/guardians will be notified by mail from the principal that their son/daughter is ineligible to participate in extra-curricular activities.
2. There will be counseling sessions with the student on the lack of passing academic performance.
3. Students will not be allowed to participate in inter-school or intramural competition for the first week of ineligibility. (e.g. Tuesday to Monday).
4. After the first week of ineligibility, students may not participate until satisfactory academic progress in classes is made. Satisfactory academic progress is determined by the classroom teacher and administration based on grade accumulation for the semester.
5. Incomplete grades are considered failing grades until the incompletes are replaced by passing grades. However, the student is ineligible for inter-school participation until the incompletes become passing grades.
6. At the end of each semester, a student's eligibility to participate in extra-curricular activities will be based on current Nebraska School Activity Association guidelines. The current guidelines are that a student cannot participate in extra-curricular activities unless he/she has passed a minimum of 20 credit hours the previous semester.

### D3. Activities List

An activities list is a list of students who will be absent from school for school-approved activities. **Head coaches and sponsors must turn in their activity list(s) no later than 12:00 noon on the Thursday prior to the week of the activities.**

The office will make up an activities list every Thursday afternoon for **ALL** events that occur the following week. Students and teachers should check this list and make sure that the names are accurate. Teachers will be able to add or drop students the day of the event through the daily bulletin. Groups that are not on the list will not be allowed to leave school before 3:00 p.m. Students going to activities must hand in their work in advance of the activity or make special arrangements with the instructor in advance. Students who do not follow this procedure will receive a grade of "0" for the day. **Any teacher may refuse to allow a student to miss class to participate in an activity based on academic achievement in the class.**

### D4. Activities Schedule

Activities are an essential part of the total education package and many students are involved in multiple activities. To avoid conflicts in the scheduling of activities, these procedures will be followed:

1. All parties, practice sessions, and work schedules must be approved by the activities director and the sponsor of the activity.

2. The sponsor of an activity will be responsible for contacting the activities director to place any activity on the calendar.
3. No activity or practice will be scheduled after **6:00 p.m.** on Wednesday night. (School Board Policy)
4. All scheduled events during the week shall terminate at 10:00 p.m. except for Friday and Saturday. Those events will terminate by 12:00 a.m.
5. No activities or practices shall be scheduled on Sunday without superintendent approval.

When a student has more than one activity occurring at the same time, the sponsors of the activities will communicate with each other to settle the conflict. Students are not to be put in the middle of the conflict.

Activity sponsors and coaches are responsible for student behavior and supervision on school transportation. This includes following guidelines for safety, bringing food or drink on the bus, etc. Please be familiar with those expectations.

**Students must be in attendance in their regular classes the day of an activity or they may not participate in the game or event. *Prior arrangements must be made with a building principal* if a student must miss part of the school day for an appointment that cannot be made outside of the school day.**

#### D5. Class Hours

The bell schedule for Seward High School is as follows:

|          |              |
|----------|--------------|
| Period 1 | 8:15 - 9:45  |
| Period 2 | 9:49 -11:17  |
| Period 3 | 11:17 - 1:17 |
| Period 4 | 1:21 - 2:49  |
| Period 5 | 2:53 - 3:37  |

Lunch schedules are arranged so that an equal number of students are assigned each lunch period. On rare occasions, teachers may need to trade lunch assignments with other classes. **Please let the office and kitchen know in advance which lunch assignments are affected.**

#### D6. Concessions

Activity sponsors will draw for concessions with the activities director before the fall season and again before the winter season.

1. Sponsors, when your group has concessions, you are responsible for the following:
  - a. Seeing to it that students know when they report to work and what they are to do.
  - b. Request change from the secretary in the morning.
  - c. Pop is stored in the concession stand. Make sure the machine is on early enough to adequately cool the pop.
  - c. **SUPERVISE** the concession area and your workers.
  - d. **Clean up afterwards.**

#### D7. Daily Bulletin

The daily bulletin will be typed during 1<sup>st</sup> period and read at the beginning of 2<sup>nd</sup> period. Since important information is given to students through the bulletin, please **require your students to listen**. Items to be included in the bulletin must be in the office prior to the start of the school day.

#### D8. Detention/Discipline

It is expected that each teacher will handle his/her classroom problems at the time they occur in the classroom. Decisions to exclude students from class for more than one period will be made only by the

principal or assistant principal. Consult with the principal or assistant principal about discipline problems before the situation becomes critical.

During passing times, teachers should be on the look out for misbehavior by students outside the classroom. Flagrant breaches of discipline should be referred immediately to the assistant principal's office.

Again, teachers are reminded that they are to handle their classroom problems. Students who must stay after school for make-up work or for failure to do assigned work are the responsibility of the classroom teacher. A teacher assigning make-up time for misconduct in the classroom will have the student report to their room. The length of penalty time is to be determined by the teacher, although this time, if it exceeds one hour, cannot be made up by the student in one evening.

Referral of discipline problems to the assistant principal or the principal should be done by logging the occurrence on PowerSchool. Enter the date and nature of each incident.

#### D9. Fines and Course Fees

Teachers are held accountable for the textbooks used in their classrooms. It is the teacher's job to check out books, by their number, to students in their classes as well as checking them back in. Students must turn in the same book as assigned to them. Teachers are expected to collect fines for such things as misplaced or damaged books, material consumed in class, etc. At the end of the quarter, the names of students with fines outstanding should be turned into the office.

Students making projects costing more than \$20 will need to pay 50% of the material cost before he/she starts the project. The remainder of the bill will be paid before the project is taken home.

#### D10. Health Services

If a student becomes ill during class time, he/she should be sent to the office and not to the restroom. Students must consult with the office, and a parent/guardian or their designee, must be contacted before the student may leave school, and students are required to sign out when they leave. Please document any accident that occurs in your classroom on the form provided by the office and return it to the office for record keeping.

#### D11. Honor Roll

The honor roll is announced at the end of each term. Students receiving 93 percent or higher, no grade lower than a B, and a minimum of 10 credit hours that term, and with a grade of "O" or "S" in citizenship, will be included on the honor roll.

#### D12. Mid-Term Graduation (Board Policy #6006)

The School District of Seward supports the concept of early completion as a means of accelerating students toward the achievement of lifetime plans. The following guidelines have been established for students to be eligible for early completion:

1. Students must meet all completion requirements established by the Board of Education in order to be eligible for early graduation as well as the credit hour requirements in each specific subject matter area.
2. A student who decides to opt for early graduation or completion is not eligible to participate in school sponsored activities following the last day he/she attends classes. The effective date for participation will end with the last day that the student is enrolled in classes. The only school activities that the applicant is eligible for will be the regularly scheduled graduation ceremony and the jr/sr prom.
3. This policy shall be evaluated annually by the high school principal and appropriate revisions shall be recommended to the Board for its consideration.

#### D13. Office Passes

The administrators and/or guidance counselors will sometimes send an office assistant or use the intercom to get a student. Attempts will be made to provide the least class disruption possible.

#### D14. Organization Sponsorship

Teachers are assigned as sponsors of the classes and organizations. Sponsors are responsible of the proper conduct and record keeping of the organization and must attend all meetings and functions. Sponsors are to work closely with the principal and activities director in matters of policy, finances, and schedules. Monetary compensation is provided for sponsors of some organizations. School bus supervision is the responsibility of the activity sponsor – not the driver.

**Each class sponsor is required to participate in each class activity.** Sponsors are expected to **supervise** the activities of students; they do not have to do the actual work involved. **If a sponsor cannot attend an activity, it is his/her responsibility to report this to the principal and to obtain a replacement sponsor.**

Class activities include:

|            |   |                                                             |
|------------|---|-------------------------------------------------------------|
| Freshmen   | - | Homecoming<br>Concessions                                   |
| Sophomores | - | Homecoming<br>Concessions                                   |
| Juniors    | - | Fund Raising as needed<br>Homecoming<br>Prom<br>Concessions |
| Seniors    | - | Homecoming<br>Graduation ceremonies<br>Concessions<br>Prom  |

#### D15. Recruiter Visitation Procedures (Including but not limited to: College Admissions, Military Recruiters, College Coaches, etc.)

1. Visiting dates and times must be cleared through the guidance counselors.
2. Visitation dates and times may be placed in the student bulletin in advance.
3. Recruiters may set up a table and visit with students during lunch only. No students will be allowed to miss class to visit with a recruiter.
4. Recruiters who arrive without advance notification will not be allowed to visit with students during the school day.

#### D16. Schedule Changes

Students must take the classes for which they register. Students will not be able to reschedule their classes prior to the start of each term. A student's schedule will change only at the discretion of the counselor and the principal. The administration will work with the teachers when there are other reasons necessitating a need for a schedule change.

#### D17. Signing Out of School (Students)

1. Students who need to leave school for an appointment (doctor, dentist, etc.) must have a note or phone call from his/her parent/guardian before they will be allowed to sign out.
2. Students who are ill at school are to go to the office to receive permission to go home.
3. Students who leave the school building without signing out will be unexcused and will be considered truant.
4. **No teacher may sign a pass requesting that a student be excused from another teacher's class.**

#### D18. Student Passes

Students must have a written pass or classroom lanyard pass for movement out of the classroom. Students must also sign in/out on the classroom teachers' sign in/out sheet when they leave/enter the room. This includes the ACCESS period. DO NOT issue passes for students to leave your class unless it is an emergency. Do not let students write their own passes for you to sign. Teachers, pay particular attention to the number of students you write passes for.

Computer lab passes are available from computer teachers only and must be obtained by the student in advance.

#### D19. Teacher Bulletin

The teacher bulletin will be typed and posted on the door of the teachers' lounge during 2<sup>nd</sup> hour. Items to be included in the teacher bulletin should be in the office by the beginning of the school day.

#### D20. Teacher Grade Reporting

All criteria used to determine the student's grade must be recorded in the grade book or via computer with a back up disc. Final grades must be submitted to the office via Power School. If grades other than percentages are used, or if grades are weighted, an adequate explanation must be included so that others may interpret your records.

#### D21. Teacher Workroom

All copy materials, machines, etc. are located in the office. Each teacher will be assigned their own code and should use the school machines and supplies for school purposes only. Students are not allowed to use copy machines.

#### D22. Traffic Regulations

Safety and regard for the lives and property of others are of prime importance, both to insure protection for our own students as well as the elementary students who board and disembark buses on the west side of the building. Serious violations of traffic regulations observed by a faculty member will be reported to the police and the school will file a complaint. Specifically, the following are violations, which can and will be prosecuted:

1. Racing. No person shall drive any vehicle in any race, speed competition, or contest, drag race or acceleration contest, test of physical endurance, exhibition of speed or acceleration, or for the purpose of making a speed record, and no person shall in any manner participate in any such race, competition, contest, test or exhibition.
2. Negligent Driving. It shall be unlawful for any person to operate a motor vehicle in such a manner as to cause unnecessary noise, spinning or squealing of tires, skids, slides, abrupt turns or sways or in any other manner as to indicate a want of ordinary care and caution that a person of ordinary prudence would use under like circumstances.
3. Reckless Driving. Any person who drives any motor vehicle in such a manner as to indicate an indifferent or wanton disregard of the safety of persons or property shall be deemed to be guilty of reckless driving.

All vehicles driven to school MUST be parked upon arrival at school and are to remain parked during the day. The parking lot is off limits to students during the school day unless the student has permission from the office. The parking lots will be monitored and students who park improperly may have their cars towed at the owner's expense. Even though the lots are school property, all persons using those areas are expected to obey state and local traffic regulations. The Seward Police Department routinely monitors parking lots and tickets will be issued for violations, especially violation of handicapped parking.

## D23. Substitute Teachers

If you are unable to be at school, please call Nathan Buss (641-8905) between 6:30 and 6:45 a.m. If you call after 6:45 a.m. it is difficult to find a substitute. Please give him any additional information needed for your classes that day. Lesson plans should be detailed enough so that a substitute could come in and follow your plans without the aid of too much additional information. If you are unable to reach Mr. Buss for some reason, the building principal should be called.

By 3:00 p.m. on the day missed due to illness, teachers should call the school to indicate whether or not they will be present the following day. Absences other than illness must be arranged in advance with the principal. If a problem occurs with a substitute, notify the building principal immediately so the issue can be addressed.



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## **E. SEWARD MIDDLE SCHOOL HANDBOOK**

### **E1. Academic Detentions**

Students who fail to complete assignments, fail to hand in papers, have incompletes, hand in late assignments or need special attention should stay after school with the teacher who assigned the detention. Staff members must make sure the student has contacted a parent/guardian to make appropriate after school arrangements.

### **E2. Activities**

The middle school has an Activities Coordinator. All contracts and hiring of officials will be handled through this person. All events should be scheduled through him or her (and his/her secretary) to avoid scheduling problems. This person will be responsible for getting items on the master calendar for the school district working with the high school activities director. All events or activities should first be approved by the building principal.

1. The sponsor of an activity will be responsible for contacting the activities coordinator to place any activity on the calendar.
2. No activity or practice will be schedule after 6:00 p.m. on Wednesday night (School Board Policy).
3. No activities or practices shall be scheduled on Sunday without the superintendent's approval.

### **E3. After School Meetings**

Custodians must be notified of all after school meetings. The custodians will make sure the outside doors are open before the meetings and locked when the meeting is finished. This cannot happen if they are not notified.

### **E4. Availability to Students**

Teachers must be available to students during their planning period and before and after school. Students needing assistance take precedence over any other meeting or activity.

### **E5. Behavior Detentions**

Students may be assigned a behavior detention by the office or any member of the faculty. This is for those students with undesirable patterns of attendance, tardiness, or conduct as well as other disciplinary problems.

Behavior detentions are served at lunchtime. The assigned employee monitors the detentions in the 4R Room. Behavior detentions are just that, a consequence for inappropriate behavior in school. The following procedures must be followed:

1. The student must be notified by the staff member assigning the detention. This is not a surprise discipline procedure.
2. Staff members assigning the detention must notify the office of the detention.
3. The student will serve the amount of time necessary to correct the behavior and a phone call will be made to parents.
4. The 4R Teacher will keep a record of the referral.

### **E6. Discipline**

All staff members should have high expectations for every student, both academically and behaviorally. These expectations need to be realistic for the students.

Classroom discipline is primarily the responsibility of the classroom teacher. You have the responsibility of supervision at all times, regardless of where you are in the building. Discipline should protect and nurture the physical, social, mental and emotional growth of students. Rules and processes are made,

first to protect all individuals and second, to protect the right to participate in every facet of the educational program. Our discipline practices should always reflect an understanding of adolescent characteristics and limit the opportunity of any individual to interrupt another student's educational growth, including their own.

Discipline is one more aspect of teaching. We know that students come to us at varying levels of well-developed self-discipline in regard to themselves and their interactions in society. In this way our behavioral guidelines in different settings are similar to our curriculum guides or frameworks. It is then our role to differentiate our methods of external discipline based on the level of self-discipline that a child displays. As teachers, what we are trying to do is to help students develop more effective self-discipline in various situations. This includes character development, which is a necessary life skill for success. Character Counts needs to be incorporated all day.

It is much more likely that middle school students will comply with a request quickly and with respect if they feel you are "working" with them. Yelling at a student is not acceptable and will be addressed with staff members. Administration or supervisors do not yell at you, why should you yell at a child?

An office referral or 4R Room referral should be the last resort. Teachers should have attempted various methods of discipline with the student prior to this. A parent/guardian contact is also important. All situations are different and professional discretion is important.

#### E7. Student Bulletins

Student and faculty bulletins will be prepared everyday. Student and faculty bulletins will be sent out around 8:00 a.m. It is essential that you have your class quiet while you are reading the announcements to the class. The announcements are for the students and are designed to help the school run more efficiently. It causes a great deal of hardship and confusion if the students do not hear the bulletin.

Teachers should use this time to teach students the importance of our student planners and teach the students how to use these for recording important announcements.

The intercom system will be used for special announcements or for emergency announcements. We will attempt not to have any more special bulletins that disrupt class than are absolutely necessary.

#### E8. Building Committees

This is a partial list of committees and purposes. Assignments will be made at the start of the year.

1. Courtesy Committee
2. SCIP Team
3. Crisis Response Team
4. Emergency Response Team
5. Scheduling Committee
6. Team Leaders

#### E9. Faculty Meetings

Faculty meetings will be held periodically throughout the year. Agendas may be given to you prior to the faculty meetings. Some of the meetings will be used for curriculum discussions. Please visit with the principal if there is something you think needs to be discussed.

#### E10. Faculty Workroom

The faculty workroom will contain supplies needed for duplication of materials. If you have difficulty with one of the machines, please see the paraprofessional assigned to operate this equipment before operating them. Copy machines are not for personal use. Personal copies are 10 cents each.

Student office helpers are the only students that should be in the workroom. These students have been shown how to use the machines. Teachers need to watch what is discussed in the presence of the students.

#### E11. Fax Machine

The FAX machine is located in the office. Only office personnel are to operate the FAX machine. No purchase orders are to be faxed.

#### E12. 4R Room

The Rights, Responsibility, Respect and Redirection Room is available for students who are unable to work in the regular classroom.

The following general rules will be followed, but may change during the school year as needed:

1. Notify the office, by intercom, when you are sending a student to the office for the purpose of being sent to the 4 R Room. An office staff member will take the student to the 4R Room. Inform the office as to the length of the stay and the reason that the student is being sent.
2. Students may be assigned for a partial period, all period, part of a day, or all day. The staff member sending the student, the 4R Room instructor and the building principal will make this decision.
3. Assignments should be sent to the 4R Room for each student. Assignments are the responsibility of the classroom teacher.
4. Teachers may also assign detentions (Academic or Behavior) to students sent to the 4R Room.
5. There will be parent/guardian notification of any student sent to the 4R Room.

#### E13. Health Services

The school nurse is responsible for coordinating student medication. Students taking prescription or non-prescription medication during school hours must be sent to the school nurse to make sure proper state regulations are being met.

If a student is sick or hurt and can't make it through the day, permission from the teacher must be obtained to go to the nurse's office. He/She **must** have a pass to go to the nurse's office. He/She **can't** go during passing periods. Before a student may leave to go home because of illness or injury, he/she must consult with the nurse. Parent /guardian permission will be obtained by the nurse, and the student must sign out in the school office.

#### E14. Homework Policy for Suspended Students

Students suspended from school will be given an opportunity to make up all work missed and will be given full credit according to the following criteria:

1. It is the student's responsibility to ask the teacher for missed assignments.
2. Students will be given one day for each day suspended from school (up to a maximum of five days) to return completed assignments and take make up tests.
3. Students will receive a failing grade for any work not made up within the time limits.

To the extent possible, students placed in in-school suspension will work on class assignments while in the in-school suspension room. Any work not completed will be governed by the policy on make up work for suspended students.

#### E15. Indoor/Outdoor Supervision

Supervision by teachers is necessary by 7:45 a.m. Teachers will be assigned morning supervision and must be in assigned area by 7:45 a.m. Students will be assigned designated areas to wait prior to school.

#### E16. Make Up Work

Students who are absent will be required to make up missed work. This work should take approximately the same time as the time missed from class. Students will be given one day for each day absent from school to return completed assignments and take make up tests. Grades will be withheld if make up work is not turned in, and may lead to failure if the situation is not remedied immediately.

It is the student's responsibility to obtain all make up work from his/her teachers upon return to school. Failure to obtain make up work is no excuse for not doing work missed. Only by special permission of the principal can make up work be turned in after the grading period.

#### E17. Passes

Any time a student is out of his/her classroom or late from a previous class (excused) he/she should have a signed pass. You must provide a student with a pass if you send them out of your room! The office will provide staff with passes for students who need to leave a class early. If a student shows you a note, send the student to the office for the proper pass.

#### E18. Progress Reports

Anytime that a teacher feels a student is doing poorly academically or is having special problems in his/her class, the teacher needs to notify that student's parents/guardians. This contact needs to be made by phone. A written report can be made if you are unable to reach the parents/guardians by phone after several attempts.

Prior to the parent/guardian contact, teachers need to inform the student why he/she is receiving a progress report. Teachers must document any contacts they have with parents/guardians and students. The school counselor will assist the student in correcting the problem, but the teachers must inform the counselor when there is a problem. No student can fail a class without receiving a written progress report or documented personal contact.

Core teams and "peelings" members need to communicate concerns about students. Please develop a plan that works for your teams. Quarterly progress reports will be made around the midpoint of the quarter.

#### E19. Report Cards

In many cases the only communication home to parents/guardians each nine weeks will be the report card. PLEASE BE NEAT AND ACCURATE! Please choose the appropriate comment from the list provided. The grading system for this year is as follows:

|    |        |    |        |
|----|--------|----|--------|
| A+ | 100%   | C+ | 85%    |
| A  | 94-99% | C  | 79-84% |
| A- | 93%    | C- | 78%    |
| B+ | 92%    | D+ | 77%    |
| B  | 87-91% | D  | 71-76% |
| B- | 86%    | D- | 70%    |
|    |        | F  | 0-69   |

Zeros should not be accepted. A zero does not teach a middle school child responsibility.

## E20. Retention

Students who do not perform to their capabilities may be retained. The issue of retention at Seward Middle School is primarily an issue of accountability. Teachers will inform parents/guardians and student of chronic missing/incomplete work and poor quiz or test scores. Parent/guardian conferences will be held and academic detentions will be used. Communication is the key for retention. The school cannot decide during the last few weeks of school that a student is going to be retained. We need a yearlong communication trail.

## E21. Student Absences

BE ACCURATE IN RECORDING STUDENT ATTENDANCE. Students who are reported absent by their parents/guardians will be placed on the daily absence list. Each morning the office will post on Power School which students we know are absent. Each period during the day, you will need to indicate only any additional student(s) who is absent. You will not need to indicate students who are on the daily absence list. Most should be marked "OK". Be sure that for any student who arrives late to class you change, you change the marking on the computer so that it is accurate. If this occurs, you may need to change the student from absent to tardy on Power School. If a student is marked absent on Power School by the office and is present in your room, send the student to the office.

## E22. Student Cumulative Folders

Student cumulative folders are kept in the school counselor's office. The School Counselor is available to discuss the information contained in any student's file. Teachers are encouraged to review the files of all pupils in his/her class/team and to make use of materials in these files to better serve the needs of the students. Teachers may check out these folders at any time.

Because of the Right-to-Privacy Act, all files must be signed out and in. Parents/guardians may look at their student's file upon written request.

## E23. Students Signing Out of School

1. Students who need to leave school for an appointment (doctor, dentist, etc.) must bring a note or have their parent/guardian call the office before they will be allowed to sign out.
2. Students who become ill at school are to go to the school nurse to receive permission to go home.
3. Students who leave the school building without signing out will be unexcused and detention time will be assigned.

## E24. Substitute Teachers

If you are unable to be at school, please call Nathan Buss (641-8905) between 6:30 and 6:45 a.m. If you call after 6:45 a.m. it is difficult to find a substitute. Please give him any additional information needed for your classes that day. Lesson plans should be detailed enough so that a substitute could come in and follow your plans without the aid of too much additional information. If you are unable to reach Mr. Buss for some reason, the building principal should be called.

By 3:00 p.m. on the day missed due to illness, teachers should call the school to indicate whether or not they will be present the following day. Absences other than illness must be arranged in advance with the principal. If a problem occurs with a substitute, notify the building principal immediately so the issue can be addressed.

## E25. Tardiness to Class

If a student arrives late to school, 5<sup>th</sup> graders report to their regular classroom, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade students report to their Toptime. Students are to go to the office if 1<sup>st</sup> period has started. The time

between classes is three minutes. During the school day if a student is detained by the office or a teacher and is late to class he/she will need a pink pass from the person who detained him/her before going to the next class. The office will keep a record of all unexcused tardies. After four (4) unexcused tardies in a semester, each student will be informed and a letter will be sent home making the parents/guardians aware of the problem. All other unexcused tardies per semester will result in noon detentions.

It is essential that all staff members adhere to a consistent policy. The whole system “breaks down” unless the entire staff follows the same policy.

#### E26. Use of Building Forms

A Building Use Form must be completed for any activity scheduled for the building. This form, available in the office, must be returned to the office at least one week in advance of the activity or no custodial services will be provided.

For regularly scheduled events such as basketball games, a list of things to be ready and cleaned up after the event should be given to the maintenance director at the beginning of the season. It will not be necessary for a Building Use Form to be used for each individual game. However, if you have an event that is not normally scheduled, a Building Use Form should be filled out and the above procedure followed.

#### E27. Weekly Calendar of Events

Events included on the calendar of events will take precedence over other events. The office secretary is in charge of the master calendar.

**SEWARD ELEMENTARY SCHOOL  
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## **F. SEWARD ELEMENTARY SCHOOL HANDBOOK**

### **F1. Total School Responsibility**

Teachers are responsible for informing their students of rules pertinent to the classroom, halls, playground and lunchroom. Students will need to be taught what are appropriate and inappropriate behaviors and the consequences accompanying misbehavior. Teaching classroom and building rules clearly communicates the expectations we have of students while at school. In addition, it is imperative that teachers and paras be consistent in their expectation of conformity to the rules. It is assumed that teachers will not ask paras to deviate from these rules. If you feel that certain rules are inappropriate, report this to the principal for further study.

At 8:05 a.m. the students will proceed to their classrooms. Therefore, all classroom teachers need to be near their classrooms at that time. This will allow for supervision of the hall area and coatroom near their room. Please develop and maintain a 'beginning of the day' routine for your students.

Teachers are to accompany their children to and from all specials (P.E., music, library, guidance), the lunchroom and to the playground. Make arrangements with your neighbor teacher so that one of you will be able to accompany bus children out of the building and the other remains in the classroom or hall and then accompanies town children to the school entrance door for dismissal. If you ask students to stay in at noon or recess be sure you or another teacher is there to supervise. Teachers not on duty should supervise students needing to stay inside. Students should not be sent to the office.

The first week or so, teachers should accompany their own classes to the playground at recess and noon until the children have learned the playground rules and use of equipment. After that teachers may alternate playground duty as long as there is sufficient supervision for the group (at least one teacher for every two classrooms).

All classroom teachers should have some activities planned for the days that children have to remain in the classroom during noontime. On inclement weather days teachers may need to help with some supervision. Students should not be left in the classroom, halls or other areas unsupervised.

Special area teachers will assist with supervision as assigned by the principal.

### **F2. Seward Elementary Discipline Plan**

Seward Elementary utilizes the BIST (Behavior Intervention Support Team) behavior program. BIST is a school-wide program that builds an environment where students, staff members, and parents work together to improve student behavior. A BIST Action Team, consisting of faculty members and the principal, meets monthly to discuss our school's Common Expectations and BIST program.

### **F3. Laminating**

All materials laminated with school district film become the property of the school district. Teachers desiring to laminate personal materials need to indicate this on the pink request form and they will be charged accordingly. Other items to be laminated can be done by each teacher's para or the teacher himself/herself.

### **F4. School Equipment/Furniture**

School equipment and/or furniture are assigned to classrooms by the principal. In the event a teacher no longer has use for certain pieces of equipment and/or furniture, the principal should be notified. Requests for furniture must be directed to the principal.

#### F5. Maintenance of Student Cumulative Folders

Permanent record folders are maintained for each child enrolled in school. These folders are kept on file in the office. Teachers may check the folders out as needed, but they are not to be removed from the school premises. The information in these files is open to parents/guardians upon request. Parental or guardian permission is necessary for any non-school personnel to have access to the information in the student permanent folders.

At the end of each semester, classroom teachers should record grades and attendance information on the cumulative folder. The grades recorded must be recorded as they appear on the report card. Special education teachers are responsible for filing current IEP information in the student folders. At the end of each school year, achievement test labels should be affixed to the cumulative folder. Forms such as field trip permission forms, should not be kept in the permanent folder. In no event, should child abuse/neglect forms be filed in a student's cumulative folder.

#### F6. Responsibility of Teachers Regarding Cumulative File Information

At the beginning of each school year, classroom and special area teachers shall review the cumulative folders of their students. Teachers need to be aware of the following types of information: parental/guardian custody, health or physical limitations of the student, special education, gifted or 504 educational plans, testing information, etc.

Cumulative folder information that is received from transferring school districts will be checked out to and placed in the classroom teacher's mailbox. After review, it will be the responsibility of the classroom teacher to sign in and file this information in the student's cumulative folder in the office.

#### F7. Student Transfers

If it is known in advance that a student will be moving, the teacher should fill out a Transfer Sheet and send it with the student on the final day of attendance. The Transfer Sheets are available in the office. Immediately after the student has left, the cumulative file should be updated with grades and attendance information.

#### F8. Programs for Parents/Guardians

Teachers are asked to notify the office and principal of special events in their classrooms. If possible, the principal will be in attendance for the programs. Please inform the custodial workers well in advance if chairs or other changes are needed for a special meeting or performance.

#### F9. Daily Schedule

Each teacher's daily schedule should be on the wall outside the classroom door. A daily schedule should be sent to the office by the middle of September (4 copies). The schedule should include the entire day.

Grades K-4 should ordinarily not schedule a recess on the same half-day as P.E. class is taught. Deviation from this policy should be discussed with the principal. A written request for an extra recess must be submitted to the principal by the end of the first full week of school.

#### F10. Retention

In cases where consideration is being given to retaining a student at a particular grade level, refer to the procedure in the Student/Parent Handbook. Forms are available in the office that need to be signed by the parent/guardian once a decision is made to recommend retention.

#### F11. Class Parties

Class parties should be limited to one hour in duration. It is suggested that parties be held at the end of the day. These parties should be included in your lesson plans. School parties are limited to three per year. (The end of the year picnic is considered one of the three parties per year.)

#### F12. Classroom Treats (\*Please discourage lollipops being given as a birthday treat.)

If children bring treats for their birthday, they should be distributed at the following appropriate times:

- 1) before lunch to be an added item (homemade items or packaged items such as Twinkies, Rice Krispie treats, etc.) or 2) at the end of the school day. The student bringing the items should be asked or advised for appropriate distribution.

#### F13. Teacher Absence

If you are unable to be at school, please call Mr. Nathan Buss (641-8905) at home before 7:00 a.m. If you call after 7:00 a.m. it is difficult to find a substitute. Please share any additional information needed for your classroom that day. Lesson plans should be detailed enough so that a substitute could come in and follow your plans without the aid of additional information. If you are unable to reach Mr. Buss, please call Mrs. Dominy at (928) 660-1623, or Sharon Aldrich (643-3477).

By 3:00 p.m. on the day missed due to illness, teachers should call the school to indicate whether or not they will be present the following day. Absences other than illness must be arranged in advance with the principal.

If a problem occurs with a substitute teacher, Mrs. Dominy should be notified immediately so that the issue can be addressed.

#### F14. Head Lice

Please note the following procedures to be used when a child is suspected of having head lice:

- Send the child to the nurse. He/she will determine if the child should be sent home.
- If head lice are found to be present, the nurse will initiate a check of siblings for possible infestation.
- The nurse will call the parent/guardian or designated contact person to pick up the child.
- The child will remain with the nurse until the parent/guardian arrives.
- In the event a parent/guardian/contact person can't be reached, the child will remain in a designated area for the remainder of the day.
- Parents/guardians are required to accompany students to the nurse at the time of reentry to verify treatment.
- Students must be nit-free before readmission will be granted.
- In the event a student is found to have lice, the school nurse will send notes to parents/guardians of students in that classroom that a case of head lice exists.

#### F15. Release of Students **CHILDREN MUST NEVER BE RELEASED WITHOUT A PARENT'S/GUARDIAN'S SPECIFIC REQUEST AND THEIR KNOWLEDGE.**

Never excuse children before dismissal time without request from parent or guardian. In the event a police officer or social service worker wishes to speak with a student, refer to Board Policy for proper guidance.

#### F16. Student Attendance

Students in attendance for more than four hours are counted present all day. Less than four hours but more than two, is counted as 1/2 day present. If the attendance changes during the day, notify the office as soon as possible. At the end of each quarter, the office will prepare an attendance report with data for the report cards.

#### F17. Parent/Guardian Newsletter

The monthly newsletter will be sent home with the oldest or only child of each family. Articles of information from each grade level or special area about their classrooms will be included. This is a request of the building principal.

#### F18. Elementary Library/Media Center Procedures

##### Library Classes/Material Checkout

Each second through fourth grade classroom has a scheduled forty-five minute library class on the six-day-rotating specialist block schedule. The media specialist and kindergarten and first grade teachers will cooperatively develop a schedule for their library class times. The various class levels will have instruction from the Library/Media Curriculum with emphasis on author/illustrator appreciation, media resources, research techniques; time will be allowed for browsing and material checkout. Students may checkout two materials and they must be returned before others may be borrowed. (Children may have more materials for special classroom projects.) The checkout period is two weeks. Students are welcome to checkout materials at any time during the school day.

Overdue notices are given to students at each library class and an overdue list is sent to the classroom teacher. Elementary students are not charged overdue fines; material replacement fines are assessed and parents/guardians are notified of the amount due.

##### Staff Library/Media Center Information

Materials may be held by staff for four weeks; quarterly lists will be sent showing all materials out. A one-week notice is needed for video and laser disc requests through the ESU and other media sources. Media material purchase requests are encouraged and welcomed along with the ordering information.

##### Computer Hardware/A-V Equipment

The LMC handles the repair of hardware and a-v equipment. Include your name, room number, and description of the problem on a note with the equipment. Each staff member should have listed on their annual classroom inventory all hardware and equipment with district number.

#### F19. Insurance

School insurance is offered for the students. Completed applications should be turned into the office by the 10th day of school.

#### F20. Faculty Meetings

Faculty meetings will be scheduled as needed. Attendance is mandatory.

#### F21. Field Trips

All field trips must be completed prior to the last two weeks of school. Parent/guardian transportation for field trips in lieu of school bus transportation shall be prohibited.

Keep the students' signed "RELEASE FORM" for the year in your desk. Parents/guardians and the office

must be notified in advance of all field trips that make use of bus transportation. A "Field Trip Request" and "Bus Request" need to be completed and sent to the principal's office at least two weeks in advance of the field trip. These forms are available in the elementary office.

In order to economize on district transportation costs, out-of-district field trips will be limited to Grade 4, unless the superintendent approves a trip due to special circumstances. In-district field trips are open to all grade levels but require principal approval. School district transportation will be provided for supervisors using the following adult to student ratios (excluding special education supervisors who may be assigned to one student):

Kindergarten - 1:3  
Grades One and Two - 1:4  
Grades Three and Four - 1:5

Classrooms will be combined as follows:

Kindergarten - Two classrooms per field trip or 1 per classroom.  
Grade One - Two classrooms per field trip  
Grade Two - Two classrooms per field trip  
Grade Three - Two classrooms per field trip  
Grade Four - Two classrooms per field trip

#### F22. Homework

A District wide Homework Policy has been developed. Grades 2-4 teachers should share with parents/guardians information regarding homework expectations during the grade level parent/guardian meetings. Grades K-1 teachers should share homework information with parents/guardians during the fall parent-teacher conferences.

#### F23. Room Parents/Guardians and Volunteers

Teachers are encouraged to use room mothers (fathers) with class parties, field trips, etc. Volunteers as classroom paras are another excellent way to involve parents/guardians. If interested, contact the principal for help and information.

#### F24. Student Referrals

If you have a student that you feel should have an individual educational evaluation, contact the principal for forms requesting this service. Once the referral has been filed with the principal, the SAT/RTI process will begin. This, of course, includes the classroom teacher. Meetings are an essential element to the SAT/RTI process. Occasionally, these meetings will extend beyond the 4:00 duty time. The SAT/RTI team will do its very best to keep the length of meetings reasonable. However, as the classroom teacher, the importance of the SAT/RTI process must never be questioned. As professional educators, it is our responsibility to fulfill all necessary steps for the educational interests of our students. Teachers should refer students in need of counseling to the Elementary Guidance Counselor.

#### F25. Report Cards

##### General Information:

A grade should be assigned for every area on the Report Card as well as the cumulative folder. The teacher in the form of a Power School grade book, portfolio contents, rubrics, etc should keep documentation relative to assigned grades. Semester grades are to be recorded on the cumulative folder for all areas at the end of each semester.

Explanation of Grading for Kindergarten:

**(S)** Satisfactory: Meets grade level expectations.

**(N)** Needs Improvement:

Explanation of Grading for Grades 1 and 2:

**(P)** Proficient: Meets grade level expectations.

**(D)** Developing: Developing/Progressing toward grade level expectations.

**(B)** Beginning: Shows limited understanding of skills and concepts; also needs assistance to complete tasks.

Explanation of Grading for Grades 3 and 4:

**(A)** Advanced: Consistently and accurately applies skills and concepts independently at a level above grade level expectations.

**(P)** Proficient: Meets grade level expectations.

**(D)** Developing: Developing/Progressing toward grade level expectations.

**(B)** Beginning: Shows limited understanding of skills and concepts; also needs assistance to complete tasks.

**(X)** Standard studied this quarter.

Explanation of Grading for Music/Physical Education/Character and Work Habits

**(S+)** Satisfactory Plus

**(S)** Satisfactory

**(U)** Unsatisfactory

**(I)** Incomplete

**(+)** Demonstrates this Characteristic

**(-)** Needs Improvement

**(\*)** Not assessed at this time

F26. Health Services

The school nurse is responsible for coordinating student medication. Students taking prescription or non-prescription medication during school hours must be sent to the school nurse to make sure proper state regulations are being met. When sending a student to the nurse's office, it is helpful to jot a note to the nurse explaining the health concern of the student. The nurse will determine whether or not the student needs to go home based on her 'health checks' and observation.

F27. Winter Weather Guideline

Teachers are expected to follow the safety guidelines regarding having students go outdoors during cold weather, located in the Appendices.

**Board of Education Study Session**

School District of Seward

410 South Street

Seward, NE 68434

Monday, June 8, 2020 5:30 PM

Attendance Taken at 5:34 PM.

Paul Duer: Present

Jill Hochstein: Present

Jana Hughes: Present

Jerry Rumery: Present

Ryne Seaman: Present

Danielle Shipley: Present

1. Preliminary Procedures

1.1. Call meeting to order & announce Open Meetings Act is Posted

1.2. Public Notice as publicized per board policy

1.3. Roll Call

1.3.1. Action to excuse board members if necessary

2. Possible Discussion Items

2.1. Summer Projects Update

Dr. Fields updated the board on summer projects: Elementary HVAC, High School bathrooms, High School FCS room, Doors in the math wing, High School Fire Alarm, painting at the bus garage.

2.2. Student Handbooks

Dr. Fields and the administrators went thru the changes in the handbooks.

2.3. Bowling Discussion

Dr. Fields discussed Bowling since it has been approved as a ASAA sanctioned sport.

2.4. COVID-19 Fall Reopening Discussion

Dr. Fields discussed COVID-19. What does next school year look like?

3. Adjournment

President Seaman adjourned the meeting at 7:01 p.m.

Prepared by:  
Heidi Covert

Paul Duer  
Secretary

## **Board of Education Regular Meeting**

School District of Seward

410 South Street

Seward, NE 68434

Monday, June 8, 2020 7:00 PM

Attendance Taken at 7:07 PM.

Paul Duer: Present

Jill Hochstein: Present

Jana Hughes: Present

Jerry Rumery: Present

Ryne Seaman: Present

Danielle Shipley: Present

### **1. Preliminary Procedures**

1.1. Call meeting to order & announce Open Meetings Act is Posted

1.2. Public Notice as publicized per board policy

1.3. Roll Call

1.3.1. Action to excuse board members if necessary

1.4. Pledge of Allegiance

**1.5 Mission The school district of Seward--where every student, every day is a success--affirms that all students will have the skills to become productive and contributing members of a global community. In cooperation with family and community members, the district is committed to the development of each student academically, emotionally, socially, and physically.**

1.6. Approval of Agenda

Motion to approve the agenda as presented Passed with a motion by Paul Duer and a second by Jill Hochstein.

Paul Duer: Yea, Jill Hochstein: Yea, Jana Hughes: Yea, Jerry Rumery: Yea, Ryne Seaman: Yea, Danielle Shipley: Yea

2. Student Fees Hearing-Review Fees and receipted and expensed during the 2019-2020 school year and request input from the public in regard to potential policy changes.

There was none.

3. Public Forum: (The Board President reserves the right to place time limits on individuals and topics.)

3.1. Public Forum on Agenda Items: This is your opportunity to speak to items on the agenda. If you are not a part of the presentation of the agenda item you need to speak now. Thank you for your participation.

There was none.



3.2. Public Forum on Any Topic: This is your opportunity to speak to any topic concerning the school district. Since it is not an agenda item the board cannot discuss or take action at this time on the matter. Future discussion can be requested as an agenda item. Thank you for your participation.

There was none.

#### 4. Reports

##### 4.1. Administrator Reports

Written reports were received from the administrators.

##### 4.2. Superintendent's Report

Dr. Fields discussed legislation which will be back in session in July, SPS has received some COVID funds, administrative days will be on zoom in July and the mental health conference was on zoom also. We will have our first policy meeting in July and Dr. Fields thanked the Seward Foundation for their support of the KSB presentations.

#### 5. Discussion Items

##### 5.1. Strategic Plan Update

Dr. Dominy updated the board on our strategic plan.

#### 6. Old Business

#### 7. New Business

##### 7.1. Lunch and Breakfast Prices for the 2020-2021 School Year

Motion to approve a \$0.10 price increase for the 2020-2021 lunch and breakfast student meals.

Passed with a motion by Paul Duer and a second by Jana Hughes.

Paul Duer: Yea, Jill Hochstein: Yea, Jana Hughes: Yea, Jerry Rumery: Yea, Ryne Seaman: Yea, Danielle Shipley: Yea

##### 7.2. 2020-2021 Student Handbooks

Motion to approve the 2020-2021 Student Handbooks Failed with a motion by Paul Duer and a second by Jana Hughes.

Jerry Rumery: Nay, Ryne Seaman: Nay, Danielle Shipley: Nay, Paul Duer: Yea, Jill Hochstein: Yea, Jana Hughes: Yea

Motion to approve the Elementary and Middle School handbooks for the 2020-2021 school year

Passed with a motion by Paul Duer and a second by Jana Hughes.

Paul Duer: Yea, Jill Hochstein: Yea, Jana Hughes: Yea, Jerry Rumery: Yea, Ryne Seaman: Yea, Danielle Shipley: Yea

#### 8. Personnel

##### 8.1. Classified Staff and Middle Management 2020-2021 Package

Motion to approve the middle management and classified staff 3.43% total package increase for the 2020-2021 school year Passed with a motion by Jerry Rumery and a second by Jill Hochstein.

Paul Duer: Yea, Jill Hochstein: Yea, Jana Hughes: Yea, Jerry Rumery: Yea, Ryne Seaman: Yea, Danielle Shipley: Yea

##### 8.2. 2020-2021 Administrator Pay

Motion to approve the administrator total package increase of 3% for the 2020-2021 school year  
Passed with a motion by Jana Hughes and a second by Danielle Shipley.  
Paul Duer: Yea, Jill Hochstein: Yea, Jana Hughes: Yea, Jerry Rumery: Yea, Ryne Seaman: Yea,  
Danielle Shipley: Yea

### 8.3. Superintendent Contract for 2020-2021

Motion to approve the contract for Dr. Fields for the 2020-2021 school year. Passed with a  
motion by Jerry Rumery and a second by Jana Hughes.

Paul Duer: Yea, Jill Hochstein: Yea, Jana Hughes: Yea, Jerry Rumery: Yea, Ryne Seaman: Yea,  
Danielle Shipley: Yea

## 9. Future Agenda Items

High School handbook

Policies

COVID-19

Graduation

## 10. Consent Agenda

### 10.1. Approval of Minutes

### 10.2. Approval of Financial Reports

#### 10.2.1. Treasurer

#### 10.2.2. Budget

#### 10.2.3. Activities

#### 10.2.4. Athletic

### 10.3. Approval of Claims

#### 10.3.1. General Fund - \$1,249,083.55

#### 10.3.2. Qualified Capital Purpose Undertaking Fund - \$5,896.25

#### 10.3.3. Bond Fund - \$116,643.75

#### 10.3.4. Special Building Fund - \$268,292.73

#### 10.3.5. Unemployment Fund - \$3.20

### 10.4. Approval of Consent Agenda

Motion to approve the consent agenda as presented Passed with a motion by Jill Hochstein and a  
second by Jana Hughes.

Paul Duer: Yea, Jill Hochstein: Yea, Jana Hughes: Yea, Jerry Rumery: Yea, Ryne Seaman: Yea,  
Danielle Shipley: Yea

## 11. Adjournment

Motion to adjourn the meeting at 8:12 PM with the next study session and regular board meeting  
scheduled for Monday, July 13 at 5:30 and 7:00 PM Passed with a motion by Paul Duer and a  
second by Danielle Shipley.

Paul Duer: Yea, Jill Hochstein: Yea, Jana Hughes: Yea, Jerry Rumery: Yea, Ryne Seaman: Yea,  
Danielle Shipley: Yea

Prepared by:  
Heidi Covert

Paul Duer  
Secretary

**SCHOOL DISTRICT OF SEWARD  
TREASURER'S REPORT  
FOR THE MONTH  
ENDED JUNE 30, 2020**

**GENERAL FUND (ACCOUNT NUMBER 100-172)**

|                                          |              |                     |
|------------------------------------------|--------------|---------------------|
| Bank Balance                             |              | 2,576,683.36        |
| Bob Dahms--Local Taxes                   | 2,402,981.31 |                     |
| Karey Adamy--Local Taxes                 | 75,375.56    |                     |
| Seward Hot Lunch--Reimbursement          | 20,276.17    |                     |
| Zack McCaslin--Preschool Deposit         | 75.00        |                     |
| Ashley Lukert--Preschool Deposit         | 75.00        |                     |
| Morgan Luebbe--Preschool Deposit         | 75.00        |                     |
| Julie Meier--Preschool Deposit           | 75.00        |                     |
| Robert McEwen--Preschool                 | 78.00        |                     |
| DeMaree Novak--Career Academy Pymt       | 162.00       |                     |
| Leanne Ruskamp--Bus                      | 250.00       |                     |
| City of Seward--Fines                    | 4.74         |                     |
| NE Community Foundation                  | 10,700.00    |                     |
| Craig Frederick--Sale of Laptop          | 75.00        |                     |
| Mark Cidlik--Sale of Laptop              | 100.00       |                     |
| Pam Franck--Sale of Laptop               | 75.00        |                     |
| Greg Butcher--Sale of Laptop             | 40.00        |                     |
| City of Seward--Sale of Laptop           | 200.00       |                     |
| City of Seward--Sale of IPAD             | 20.00        |                     |
| Fehlhafer--Sale of Junk                  | 19.20        |                     |
| Fehlhafer--Sale of Junk                  | 15.60        |                     |
| State of Nebraska--State Aid             | 25,208.00    |                     |
| State of Nebraska--SPED                  | 175,266.00   |                     |
| State of Nebraska--Wards of Court        | 21,721.70    |                     |
| Southeast Community College--Dual Credit | 8,748.00     |                     |
| State of Nebraska--PEAK                  | 1,095.00     |                     |
| Seward Foundation--KSB                   | 2,772.74     |                     |
| State of Nebraska--Medicaid              | 3,454.12     |                     |
| State of Nebraska--Clean Diesel          | 42,000.00    |                     |
| Jones Bank - Interest                    | 339.15       |                     |
|                                          |              | <u>2,791,277.29</u> |
|                                          |              | 5,367,960.65        |
| Disbursements for the Month -----        |              | 1,217,495.45        |
| Bank Balance-----                        |              | 4,150,465.20        |
| Less Outstanding Checks -----            |              | 357,470.01          |
| Available Balance -----                  |              | <u>3,792,995.19</u> |

**GENERAL RESERVE FUND (ACCOUNT NUMBER 461-170)**

|                                                       |                     |
|-------------------------------------------------------|---------------------|
| Beginning Balance -----                               | 1,078,075.51        |
| Transfer to General Fund for Cash Flow Purposes ----- | 0.00                |
| Interest -----                                        | 338.19              |
| Bank Balance -----                                    | <u>1,078,413.70</u> |

**SCHOOL DISTRICT OF SEWARD  
TREASURER'S REPORT  
FOR THE MONTH  
ENDED JUNE 30, 2020**

|                                                                |                     |
|----------------------------------------------------------------|---------------------|
| CD #47286 CNB--Interest Rate: .56%--Maturity Date 7/30/2020    | 1,500,000.00        |
| CD #70001363 JNB--Interest Rate: .75%--Maturity Date 6/30/2020 | <u>1,000,771.44</u> |
|                                                                | 2,500,771.44        |

|                                      |                            |
|--------------------------------------|----------------------------|
| <b>TOTAL IN GENERAL RESERVE FUND</b> | <b><u>3,579,185.14</u></b> |
|--------------------------------------|----------------------------|

**DEPRECIATION FUND (ACCOUNT NUMBER 154--006)**

|                                 |                   |
|---------------------------------|-------------------|
| Beginning Account Balance ----- | 149,238.39        |
| Deposits: Jones Bank-----       | 0.00              |
| Disbursements: -----            | <u>0.00</u>       |
| Interest-----                   | 13.90             |
| Bank Balance -----              | <u>149,252.29</u> |

|                                                |                   |
|------------------------------------------------|-------------------|
| CD#70001309--JB--.20% DATE DUE 05/07/2020----- | 545,142.55        |
| CD#70001364-JNB--.75% DATE DUE 6/30/2020-----  | <u>760,320.83</u> |

|            |                     |
|------------|---------------------|
| TOTAL CD'S | <u>1,305,463.38</u> |
|------------|---------------------|

|                                                   |                            |
|---------------------------------------------------|----------------------------|
| <b><u>TOTAL IN DEPRECIATION FUND ACCOUNTS</u></b> | <b><u>1,454,715.67</u></b> |
|---------------------------------------------------|----------------------------|

**SPECIAL BUILDING FUND (ACCOUNT NUMBER 10-074-9)**

|                                       |                   |
|---------------------------------------|-------------------|
| Beginning Balance -----               | 954,735.68        |
| Deposits: Bob Dahms--Local Taxes----- | 57,327.19         |
| Karey Adamy--Loal Taxes-----          | 1,847.13          |
| Disbursements -----                   | <u>268,292.73</u> |
| Interest-----                         | 114.50            |
| Bank Balance -----                    | <u>745,731.77</u> |

|                                              |                   |
|----------------------------------------------|-------------------|
| CD#70001365-JNB-.75% DATE DUE 6/30/2020----- | <u>233,941.59</u> |
|----------------------------------------------|-------------------|

|                                                       |                          |
|-------------------------------------------------------|--------------------------|
| <b><u>TOTAL IN SPECIAL BUILDING FUND ACCOUNTS</u></b> | <b><u>979,673.36</u></b> |
|-------------------------------------------------------|--------------------------|

**UNEMPLOYMENT FUND ACCOUNT (ACCT # 473-633)**

|                         |                  |
|-------------------------|------------------|
| Beginning Balance ----- | 28,796.84        |
| Interest -----          | 2.37             |
| Disbursements -----     | <u>3.20</u>      |
| Bank Balance -----      | <u>28,796.01</u> |

**SCHOOL DISTRICT OF SEWARD  
TREASURER'S REPORT  
FOR THE MONTH  
ENDED JUNE 30, 2020**

**GIFTS AND DONATIONS (ACCT # 162036)**

|                         |                  |
|-------------------------|------------------|
| Beginning Balance ----- | 34,428.22        |
| Interest-----           | 3.11             |
| Disbursements -----     | <u>0.00</u>      |
| Bank Balance -----      | <u>34,431.33</u> |

**QUALITY CAPITAL PURPOSE UNDERTAKING FUND (ACCT #640-822)**

|                                             |                   |
|---------------------------------------------|-------------------|
| Beginning Balance -----                     | 128,631.36        |
| Bob Dahms & Karey Adamy --Local Taxes ----- | 25,077.98         |
| Interest -----                              | 12.82             |
| Disbursements -----                         | <u>5,986.25</u>   |
| Bank Balance -----                          | <u>147,735.91</u> |

**BOARD REVOLVING FUND (ACCOUNT NUMBER 159-913)**

|                         |                  |
|-------------------------|------------------|
| Beginning Balance ----- | 14,701.86        |
| Deposits: SPS-----      | 0.00             |
| Interest -----          | 1.31             |
| Disbursements -----     | <u>460.86</u>    |
| Bank Balance -----      | <u>14,242.31</u> |

**HOT LUNCH FUND (ACCOUNT # 10 353 5)**

|                            |                  |
|----------------------------|------------------|
| Beginning Balance -----    | 77,706.88        |
| Interest -----             | 7.97             |
| State of NE Payments ----- | 0.00             |
| Other Receipts -----       | 66.94            |
| Disbursements -----        | <u>20,316.32</u> |
| Bank Balance -----         | 57,465.47        |
| Amount Due District -----  | <u>2,136.10</u>  |
| Available Balance -----    | <u>55,329.37</u> |

**STUDENT FEE FUND (ACCOUNT #668-157)**

|                                                  |                 |
|--------------------------------------------------|-----------------|
| Beginning Balance -----                          | 1,291.26        |
| Receipts: Seward High School Activity Fund ----- | 0.00            |
| Interest -----                                   | 0.00            |
| Disbursements-----                               | <u>0.00</u>     |
| Bank Balance -----                               | <u>1,291.26</u> |

**SCHOOL DISTRICT OF SEWARD  
TREASURER'S REPORT  
FOR THE MONTH  
ENDED JUNE 30, 2020**

**BOND FUND (ACCOUNT #60000586)**

|                            |                     |
|----------------------------|---------------------|
| Beginning Balance-----     | 946,934.24          |
| Bob Dahms - Taxes-----     | 299,646.32          |
| Karey Adamy - Taxes-----   | 9,737.92            |
| Jones Bank - Interest----- | 3,193.73            |
| Interest-----              | 98.85               |
| Disbursements-----         | <u>116,643.75</u>   |
| Bank Balance -----         | <u>1,142,967.31</u> |

|                                                       |                   |
|-------------------------------------------------------|-------------------|
| CD#70001325--JNB RATE OF .30% DATE DUE 6/01/2020----- | <u>350,000.00</u> |
|-------------------------------------------------------|-------------------|

**TOTAL IN BOND FUND ACCOUNT**

**1,492,967.31**

**Heidi Covert, Treasurer**

**BUDGET PRINTOUT  
RECAPITULATION  
JUNE 30, 2020**

**RECEIPTS PORTION OF THE 2019-2020 BUDGET**

|                | AMOUNT<br>BUDGETED | AMOUNT<br>RECEIVED | AMOUNT<br>REMAINING | % RECEIVED<br>TO DATE |
|----------------|--------------------|--------------------|---------------------|-----------------------|
| RECEIPTS       | 20,630,000.00      | 16,334,468.00      | 4,295,532.00        | 79.18%                |
| HOT LUNCH      |                    | <u>623,797.65</u>  |                     |                       |
| TOTAL RECEIPTS |                    | 16,958,265.65      | 3,671,734.35        |                       |

**EXPENDITURES PORTION OF THE 2019-2020 BUDGET**

| CATEGORY        | BUDGET        | SPENT         | REMAINING    | % EXPENDED |
|-----------------|---------------|---------------|--------------|------------|
| REG INSTRUCTION | 9,500,000.00  | 7,283,052.95  | 2,216,947.05 | 76.66%     |
| SPECIAL ED      | 3,200,000.00  | 1,966,507.57  | 1,233,492.43 | 61.45%     |
| SS--PUPILS      | 1,900,000.00  | 823,426.75    | 1,076,573.25 | 43.34%     |
| SS-INSTRUCTION  | 550,000.00    | 385,467.10    | 164,532.90   | 70.08%     |
| GENERAL ADM     | 395,000.00    | 239,689.58    | 155,310.42   | 60.68%     |
| PRIN ADMIN      | 1,000,000.00  | 843,447.83    | 156,552.17   | 84.34%     |
| GEN BUSINESS    | 400,000.00    | 324,847.07    | 75,152.93    | 81.21%     |
| OPER/MAINT      | 2,200,000.00  | 1,319,711.46  | 880,288.54   | 59.99%     |
| TRANSPORTATION  | 860,000.00    | 512,075.89    | 347,924.11   | 59.54%     |
| FOUNDATION      | 14,000.00     | 3,016.70      | 10,983.30    | 21.55%     |
| TRANSFERS       | 4,000.00      | 18,262.84     | -14,262.84   | 456.57%    |
| GEN FUND TOTALS | 20,023,000.00 | 13,719,505.74 | 6,303,494.26 | 68.52%     |
| FEDERAL FUNDS   | 607,000.00    | 524,527.87    | 82,472.13    | 86.41%     |
| SIXPENCE        |               | 135,884.96    |              |            |
| GRAND TOTAL     | 20,630,000.00 | 14,379,918.57 | 6,250,081.43 | 69.70%     |
| HOT LUNCH       | 869,586.00    | 592,794.85    |              |            |
| TOTAL           | 21,499,586.00 | 14,972,713.42 |              |            |



## SEWARD HIGH SCHOOL

## General Ledger Report

From Date: 6/1/2020  
To Date: 06/30/2020

## Financial Report

From Acct: 1  
To Acct: 999999

## Activity Accounts

| Acct | Account Name          | Beg. Bal.    | Recpt / JV | Disb / JV    | Transfers | End. Bal.   | YTD Payables | Work Bal    |
|------|-----------------------|--------------|------------|--------------|-----------|-------------|--------------|-------------|
| 100  | DUAL CREDIT CLASSES   | \$8,342.98   | \$0.00     | \$0.00       | \$0.00    | \$8,342.98  | \$0.00       | \$8,342.98  |
| 105  | ALTERNATIVE SCHOOL    | \$268.84     | \$0.00     | \$0.00       | \$0.00    | \$268.84    | \$0.00       | \$268.84    |
| 110  | ACT CLASS             | \$379.96     | \$0.00     | \$0.00       | \$0.00    | \$379.96    | \$0.00       | \$379.96    |
| 115  | HONOR SOCIETY         | (\$268.06)   | \$0.00     | \$0.00       | \$0.00    | (\$268.06)  | \$0.00       | \$(268.06)  |
| 120  | ALUMNI ASSOCIATION    | \$738.03     | \$0.00     | \$0.00       | \$0.00    | \$738.03    | \$0.00       | \$738.03    |
| 125  | GUIDANCE              | \$359.46     | \$0.00     | \$0.00       | \$0.00    | \$359.46    | \$0.00       | \$359.46    |
| 126  | AMBASSADORS           | \$679.09     | \$0.00     | \$0.00       | \$0.00    | \$679.09    | \$0.00       | \$679.09    |
| 127  | AP EXAMS              | \$9,933.50   | \$0.00     | \$(5,566.00) | \$0.00    | \$4,367.50  | \$0.00       | \$4,367.50  |
| 130  | CAREER ACADEMY        | \$0.00       | \$0.00     | \$0.00       | \$0.00    | \$0.00      | \$0.00       | \$0.00      |
| 140  | FOOTBALL              | \$2,397.58   | \$0.00     | \$0.00       | \$0.00    | \$2,397.58  | \$0.00       | \$2,397.58  |
| 142  | FOOTBALL-UNIFORMS     | \$0.00       | \$0.00     | \$0.00       | \$0.00    | \$0.00      | \$0.00       | \$0.00      |
| 145  | WRESTLING             | \$574.57     | \$0.00     | \$0.00       | \$0.00    | \$574.57    | \$0.00       | \$574.57    |
| 147  | X-COUNTRY             | \$1,880.61   | \$0.00     | \$0.00       | \$0.00    | \$1,880.61  | \$0.00       | \$1,880.61  |
| 149  | TRACK                 | \$718.50     | \$0.00     | \$0.00       | \$0.00    | \$718.50    | \$0.00       | \$718.50    |
| 150  | GIRLS BB CAMP         | \$2,243.92   | \$0.00     | \$0.00       | \$0.00    | \$2,243.92  | \$0.00       | \$2,243.92  |
| 155  | BOYS BB CAMP          | \$5,850.01   | \$0.00     | \$0.00       | \$0.00    | \$5,850.01  | \$0.00       | \$5,850.01  |
| 160  | BOYS SOCCER           | \$643.52     | \$0.00     | \$0.00       | \$0.00    | \$643.52    | \$0.00       | \$643.52    |
| 165  | GIRLS SOCCER          | \$2,106.76   | \$0.00     | \$0.00       | \$0.00    | \$2,106.76  | \$0.00       | \$2,106.76  |
| 170  | SOFTBALL              | \$4,082.76   | \$0.00     | \$0.00       | \$0.00    | \$4,082.76  | \$0.00       | \$4,082.76  |
| 175  | VOLLEYBALL            | \$2,074.61   | \$0.00     | \$0.00       | \$0.00    | \$2,074.61  | \$0.00       | \$2,074.61  |
| 180  | VIDEO ACCOUNT         | \$4,877.70   | \$0.00     | \$0.00       | \$0.00    | \$4,877.70  | \$0.00       | \$4,877.70  |
| 185  | BASEBALL              | \$77.07      | \$0.00     | \$0.00       | \$0.00    | \$77.07     | \$0.00       | \$77.07     |
| 190  | GIRLS GOLF            | \$1,003.80   | \$0.00     | \$0.00       | \$0.00    | \$1,003.80  | \$0.00       | \$1,003.80  |
| 195  | BOYS GOLF             | \$656.00     | \$0.00     | \$0.00       | \$0.00    | \$656.00    | \$0.00       | \$656.00    |
| 200  | SMUTNY SCHOLARSHIP    | \$200.00     | \$0.00     | \$0.00       | \$0.00    | \$200.00    | \$0.00       | \$200.00    |
| 225  | ACADEMIC CONTESTS     | \$148.95     | \$0.00     | \$0.00       | \$0.00    | \$148.95    | \$0.00       | \$148.95    |
| 230  | SCIP                  | \$342.50     | \$0.00     | \$0.00       | \$0.00    | \$342.50    | \$0.00       | \$342.50    |
| 240  | THORELL SCHOLARSHIPS  | \$0.00       | \$0.00     | \$0.00       | \$0.00    | \$0.00      | \$0.00       | \$0.00      |
| 250  | PEPSI SCHOLARSHIPS    | (\$2,000.00) | \$2,000.00 | \$0.00       | \$0.00    | \$0.00      | \$0.00       | \$0.00      |
| 260  | SCHOLARSHIP ACCT.     | \$40.00      | \$0.00     | \$0.00       | \$0.00    | \$40.00     | \$0.00       | \$40.00     |
| 270  | BOWMASTER SCHOLARSHIP | \$75.00      | \$0.00     | \$0.00       | \$0.00    | \$75.00     | \$0.00       | \$75.00     |
| 275  | CONCESSIONS           | \$6,907.29   | \$0.00     | \$0.00       | \$0.00    | \$6,907.29  | \$0.00       | \$6,907.29  |
| 300  | Teacher Pop Fund      | \$0.00       | \$0.00     | \$0.00       | \$0.00    | \$0.00      | \$0.00       | \$0.00      |
| 310  | VENDING SALES         | \$2,152.99   | \$0.00     | \$(75.00)    | \$0.00    | \$2,077.99  | \$0.00       | \$2,077.99  |
| 315  | DLC ACCOUNT           | \$25.81      | \$0.00     | \$0.00       | \$0.00    | \$25.81     | \$0.00       | \$25.81     |
| 330  | DRIVER EDUCATION      | \$17,650.00  | \$1,970.00 | \$0.00       | \$0.00    | \$19,620.00 | \$0.00       | \$19,620.00 |
| 400  | FBLA                  | \$4,292.90   | \$0.00     | \$(260.00)   | \$0.00    | \$4,032.90  | \$0.00       | \$4,032.90  |
| 410  | FFA                   | \$25,179.90  | \$0.00     | \$(34.68)    | \$0.00    | \$25,145.22 | \$0.00       | \$25,145.22 |
| 415  | FCS LAB FEES          | \$7,620.00   | \$15.00    | \$(55.80)    | \$0.00    | \$7,579.20  | \$0.00       | \$7,579.20  |
| 418  | DISTRICT 2 FCCLA      | \$0.00       | \$0.00     | \$0.00       | \$0.00    | \$0.00      | \$0.00       | \$0.00      |
| 420  | FCCLA                 | \$9,567.85   | \$0.00     | \$0.00       | \$0.00    | \$9,567.85  | \$0.00       | \$9,567.85  |
| 425  | DRILL TEAM/DANCE      | \$4,067.45   | \$0.00     | \$0.00       | \$0.00    | \$4,067.45  | \$0.00       | \$4,067.45  |
| 430  | SOCIAL MEDIA TEAM     | \$6,171.98   | \$0.00     | \$0.00       | \$0.00    | \$6,171.98  | \$0.00       | \$6,171.98  |
| 440  | LEADERSHIP TEAM       | \$3,254.43   | \$0.00     | \$0.00       | \$0.00    | \$3,254.43  | \$0.00       | \$3,254.43  |
| 445  | E SPORTS              | \$65.00      | \$0.00     | \$0.00       | \$0.00    | \$65.00     | \$0.00       | \$65.00     |
| 450  | MATH                  | \$44.46      | \$0.00     | \$0.00       | \$0.00    | \$44.46     | \$0.00       | \$44.46     |
| 460  | SCIENCE LAB FEES      | \$461.32     | \$0.00     | \$0.00       | \$0.00    | \$461.32    | \$0.00       | \$461.32    |
| 470  | KEY CLUB              | \$2,081.19   | \$0.00     | \$0.00       | \$0.00    | \$2,081.19  | \$0.00       | \$2,081.19  |
| 475  | SPANISH ACCOUNT       | \$66.94      | \$0.00     | \$0.00       | \$0.00    | \$66.94     | \$0.00       | \$66.94     |
| 490  | ART                   | \$5,208.90   | \$5.00     | \$0.00       | \$0.00    | \$5,213.90  | \$0.00       | \$5,213.90  |
| 495  | Study Abroad          | \$2,979.26   | \$0.00     | \$(2,368.59) | \$0.00    | \$610.67    | \$0.00       | \$610.67    |

## SEWARD HIGH SCHOOL

## General Ledger Report

## Financial Report

From Date: 6/1/2020  
To Date: 06/30/2020

From Acct: 1  
To Acct: 999999

## Activity Accounts

| Acct                                 | Account Name          | Beg. Bal.           | Recpt / JV        | Disb / JV            | Transfers     | End. Bal.           | YTD Payables  | Work Bal            |
|--------------------------------------|-----------------------|---------------------|-------------------|----------------------|---------------|---------------------|---------------|---------------------|
| 500                                  | YEARBOOK              | \$620.09            | \$0.00            | \$0.00               | \$0.00        | \$620.09            | \$0.00        | \$620.09            |
| 520                                  | BAND TRIP             | \$6,107.46          | \$675.00          | \$0.00               | \$0.00        | \$6,782.46          | \$0.00        | \$6,782.46          |
| 530                                  | SPEECH                | (\$726.17)          | \$0.00            | \$0.00               | \$0.00        | (\$726.17)          | \$0.00        | (\$726.17)          |
| 535                                  | DRAMATICS             | \$4,204.98          | \$0.00            | \$0.00               | \$0.00        | \$4,204.98          | \$0.00        | \$4,204.98          |
| 540                                  | LIBRARY               | \$1,371.93          | \$0.00            | \$0.00               | \$0.00        | \$1,371.93          | \$0.00        | \$1,371.93          |
| 545                                  | ALL SCHOOL READS      | \$0.00              | \$0.00            | \$0.00               | \$0.00        | \$0.00              | \$0.00        | \$0.00              |
| 550                                  | BAND                  | \$2,030.44          | \$0.00            | \$(1,440.00)         | \$0.00        | \$590.44            | \$0.00        | \$590.44            |
| 554                                  | CHEERLEADERS          | \$3,085.86          | \$0.00            | \$0.00               | \$0.00        | \$3,085.86          | \$0.00        | \$3,085.86          |
| 555                                  | CHORUS                | \$9,502.04          | \$0.00            | \$(5.00)             | \$0.00        | \$9,497.04          | \$0.00        | \$9,497.04          |
| 560                                  | INDUSTRIAL ARTS/WOODS | \$453.98            | \$0.00            | \$0.00               | \$0.00        | \$453.98            | \$0.00        | \$453.98            |
| 565                                  | TECH PREP/SKILLS USA  | \$5,147.00          | \$0.00            | \$0.00               | \$0.00        | \$5,147.00          | \$0.00        | \$5,147.00          |
| 570                                  | AUTO/WELDING          | \$654.43            | \$0.00            | \$0.00               | \$0.00        | \$654.43            | \$0.00        | \$654.43            |
| 575                                  | POWER DRIVE           | \$36.57             | \$0.00            | \$0.00               | \$0.00        | \$36.57             | \$0.00        | \$36.57             |
| 580                                  | PAY TO PLAY           | \$2,397.27          | \$0.00            | \$0.00               | \$0.00        | \$2,397.27          | \$0.00        | \$2,397.27          |
| 600                                  | PHYSICAL EDUCATION    | \$34.11             | \$0.00            | \$0.00               | \$0.00        | \$34.11             | \$0.00        | \$34.11             |
| 615                                  | REVOLVING ACCT        | \$250.12            | \$0.00            | \$0.00               | \$0.00        | \$250.12            | \$0.00        | \$250.12            |
| 620                                  | NOW ACCOUNT           | \$5,974.20          | \$37.88           | \$0.00               | \$0.00        | \$6,012.08          | \$0.00        | \$6,012.08          |
| 700                                  | SOCIAL STUDIES SCHOL  | \$50.00             | \$0.00            | \$0.00               | \$0.00        | \$50.00             | \$0.00        | \$50.00             |
| 800                                  | ATHLETICS             | \$76,561.08         | \$2,000.00        | \$(8,623.19)         | \$0.00        | \$69,937.89         | \$0.00        | \$69,937.89         |
| 825                                  | WEIGHTROOM            | \$195.04            | \$0.00            | \$(65.85)            | \$0.00        | \$129.19            | \$0.00        | \$129.19            |
| 850                                  | PRIDE                 | \$1,856.34          | \$0.00            | \$(658.00)           | \$0.00        | \$1,198.34          | \$0.00        | \$1,198.34          |
| 860                                  | AOK                   | \$300.00            | \$0.00            | \$0.00               | \$0.00        | \$300.00            | \$0.00        | \$300.00            |
| 870                                  | STUDENT HELP FUND     | \$431.73            | \$0.00            | \$0.00               | \$0.00        | \$431.73            | \$0.00        | \$431.73            |
| 900                                  | MEMORIALS             | \$70.00             | \$0.00            | \$0.00               | \$0.00        | \$70.00             | \$0.00        | \$70.00             |
| 950                                  | IPAD FEES             | \$5,096.20          | \$0.00            | \$0.00               | \$0.00        | \$5,096.20          | \$0.00        | \$5,096.20          |
| 955                                  | HORTICULTURE          | \$295.00            | \$0.00            | \$0.00               | \$0.00        | \$295.00            | \$0.00        | \$295.00            |
| 2015                                 | CLASS OF 2015         | \$0.00              | \$0.00            | \$0.00               | \$0.00        | \$0.00              | \$0.00        | \$0.00              |
| 2016                                 | CLASS OF 2016         | \$0.00              | \$0.00            | \$0.00               | \$0.00        | \$0.00              | \$0.00        | \$0.00              |
| 2017                                 | CLASS OF 2017         | \$0.00              | \$0.00            | \$0.00               | \$0.00        | \$0.00              | \$0.00        | \$0.00              |
| 2018                                 | CLASS OF 2018         | \$629.54            | \$0.00            | \$0.00               | \$0.00        | \$629.54            | \$0.00        | \$629.54            |
| 2019                                 | CLASS OF 2019         | \$285.63            | \$0.00            | \$0.00               | \$0.00        | \$285.63            | \$0.00        | \$285.63            |
| 2020                                 | CLASS OF 2020         | \$79.83             | \$0.00            | \$0.00               | \$0.00        | \$79.83             | \$0.00        | \$79.83             |
| 2021                                 | Class of 2021         | \$3,910.68          | \$0.00            | \$0.00               | \$0.00        | \$3,910.68          | \$0.00        | \$3,910.68          |
| 2022                                 | CLASS OF 2022         | \$2,448.00          | \$0.00            | \$0.00               | \$0.00        | \$2,448.00          | \$0.00        | \$2,448.00          |
| 2023                                 | CLASS OF 2023         | \$866.00            | \$0.00            | \$0.00               | \$0.00        | \$866.00            | \$0.00        | \$866.00            |
| <b>Activity Accounts Grand Total</b> |                       | <b>\$280,444.71</b> | <b>\$6,702.88</b> | <b>\$(19,152.11)</b> | <b>\$0.00</b> | <b>\$267,995.48</b> | <b>\$0.00</b> | <b>\$267,995.48</b> |

## GL Accounts

| GL Acct                           | Begin Bal           | Recpt / JV        | Disb / JV            | Transfers     | End Bal             | YTD Payables  | Work Bal            |
|-----------------------------------|---------------------|-------------------|----------------------|---------------|---------------------|---------------|---------------------|
| 992 CHECK ACCOUNT                 | \$280,444.71        | \$6,702.88        | \$(19,152.11)        | \$0.00        | \$267,995.48        | \$0.00        | \$267,995.48        |
| <b>General Ledger Grand Total</b> | <b>\$280,444.71</b> | <b>\$6,702.88</b> | <b>\$(19,152.11)</b> | <b>\$0.00</b> | <b>\$267,995.48</b> | <b>\$0.00</b> | <b>\$267,995.48</b> |

## SEWARD HIGH SCHOOL

## General Ledger Report

## Financial Report

|                   |            |
|-------------------|------------|
| <b>From Date:</b> | 6/1/2020   |
| <b>To Date:</b>   | 06/30/2020 |

|                   |        |
|-------------------|--------|
| <b>From Acct:</b> | 1      |
| <b>To Acct:</b>   | 999999 |

I have reviewed the above ledger report and attached reports for the current month. I find them accurate and complete to the best of my knowledge.

Bookkeeper: Mary Russell Date: 7.8.20  
Principal: [Signature] Date: 7.8.20

**SEWARD HIGH SCHOOL**  
**Bank Reconciliation Report**

Date From 6/1/2020  
 Date to 06/30/2020

**Checking Account**  
**992**

|                                                |                  |
|------------------------------------------------|------------------|
| Ending Balance on Statement Dated : 06/30/2020 | \$284,203.18     |
| Outstanding Deposits (Bank Deposits) -> +      | \$0.00           |
| Less Outstanding Checks:                       | \$16,207.70      |
| Cash Balance as of : 06/30/2020                | \$267,995.48 *** |

|                                          |                  |
|------------------------------------------|------------------|
| Cash Balance for Checking as of 6/1/2020 | \$280,444.71     |
| Add: Total Deposits (Bank Deposits):     | \$6,702.88       |
| Less: Total Checks and Withdrawals:      | (\$19,152.11)    |
| Computer Cash Balance as of : 06/30/2020 | \$267,995.48 *** |

**Summary of Asset Accounts**

| <u>Gl Acct</u>     | <u>Account Name</u> | <u>Begin Bal</u>    | <u>Recpt/JV</u>   | <u>Disb/JV</u>       | <u>Transfer</u> | <u>End Bal.</u>     |
|--------------------|---------------------|---------------------|-------------------|----------------------|-----------------|---------------------|
| 992                | CHECK ACCOUNT       | \$280,444.71        | \$6,702.88        | (\$19,152.11)        | \$0.00          | \$267,995.48 ***    |
| <b>Grand Total</b> |                     | <b>\$280,444.71</b> | <b>\$6,702.88</b> | <b>(\$19,152.11)</b> | <b>\$0.00</b>   | <b>\$267,995.48</b> |

I have reviewed the above ledger report and attached reports for the current month. I find them accurate and complete to the best of my knowledge.

Bookkeeper: Mary Russell Date: 7/8/20  
 Principal: [Signature] Date: 7/8/20

\*\*\* Entries Must Match

## SEWARD HIGH SCHOOL

## Reconciliation Activity Account Report

From Date: 6/1/2020

To Date: 06/30/2020

From Acct: 800

To Acct: 800

| Date                           | Payee Source<br>Note                             | Invoice   | PO    | Doc Ref | Recp/JV    | Disb/JV      | Transfer                       | Balance     | Offset Acct |
|--------------------------------|--------------------------------------------------|-----------|-------|---------|------------|--------------|--------------------------------|-------------|-------------|
| Activity Acct: 800 - ATHLETICS |                                                  |           |       |         |            |              | Beginning Balance: \$76,561.08 |             |             |
| <u>Advisor: John Moody</u>     |                                                  |           |       |         |            |              |                                |             |             |
| 6/4/20                         | RIDDELL/ALL AMERICAN<br>FB HELMET RECONDITIONING | 951137962 | 13491 | 57179   | \$0.00     | \$4,417.25   | \$0.00                         | \$72,143.83 | 992         |
| 6/10/20                        | RECEIPTS<br>PEPSI-COLA BOTTLING                  |           |       | 6327    | \$2,000.00 | \$0.00       | \$0.00                         | \$74,143.83 | 992         |
| 6/10/20                        | CAPITAL UMPIRES ASSOC 1<br>UMPIRE ASSIGNING FEE  |           | 13447 | 57182   | \$0.00     | \$100.00     | \$0.00                         | \$74,043.83 | 992         |
| 6/10/20                        | USI, INC.<br>AP LAMINATING POUCHES               | 5849542   | 13486 | 57183   | \$0.00     | \$17.99      | \$0.00                         | \$74,025.84 | 992         |
| 6/10/20                        | RIDDELL/ALL AMERICAN<br>REPLACEMENT FB HELMETS   | 60405291  | 13353 | 57185   | \$0.00     | \$2,737.95   | \$0.00                         | \$71,287.89 | 992         |
| 6/10/20                        | RIDDELL/ALL AMERICAN<br>VOID - PRINT ERROR       | 60405291  | 13353 | 57185   | \$0.00     | (\$2,737.95) | \$0.00                         | \$74,025.84 | 992         |
| 6/10/20                        | RIDDELL/ALL AMERICAN<br>REPLACEMNT FB HELMETS    | 60405291  | 13353 | 57186   | \$0.00     | \$2,737.95   | \$0.00                         | \$71,287.89 | 992         |
| 6/24/20                        | NSAA<br>20-21 ACTIVITY REGISTRATION              |           | 13453 | 57187   | \$0.00     | \$1,350.00   | \$0.00                         | \$69,937.89 | 992         |
| Totals                         |                                                  |           |       |         | \$2,000.00 | \$8,623.19   | \$0.00                         | \$69,937.89 |             |
| Accounts Payable               |                                                  |           |       |         |            |              |                                | \$0.00      |             |
| Working Balance                |                                                  |           |       |         |            |              |                                | \$69,937.89 |             |
| Currently Encumbered (PO)      |                                                  |           |       |         |            |              |                                | \$0.00      |             |

I have reviewed the above ledger report and attached reports for the current month. I find them accurate and complete to the best of my knowledge.

Bookkeeper: Mary Russell Date: 7/8/20  
Principal: [Signature] Date: 7/8/20

**SCHOOL DISTRICT OF SEWARD  
PROPOSED WARRANTS  
JULY 13, 2020**

|                                          |                   |            |
|------------------------------------------|-------------------|------------|
| Salaries for June                        | Salaries          | 507,491.62 |
| Jones Bank                               | FIT/FICA          | 7,882.09   |
| Jones Bank                               | FIT/FICA          | 160,841.58 |
| Five Points Bank                         | Lease             | 90.00      |
| Nebraska Child Support Payment Ctr       | Garnishment       | 2,705.00   |
| ASPIRE                                   | 403b              | 12,825.00  |
| Jones Bank                               | FIT/FICA          | 7,167.78   |
| NPERS                                    | Retirement        | 147,920.22 |
| Nebraska Department of Revenue           | State Tax         | 27,420.65  |
| Pitney Bowes                             | Postage           | 2,500.00   |
| Pay Flex                                 | Section 125       | 9,848.22   |
| Acco Brands                              | Supplies          | 1,468.28   |
| ADA Sports                               | Supplies          | 403.44     |
| Ahern                                    | Maintenance       | 888.00     |
| Amazon                                   | Supplies          | 10,330.58  |
| American Recycling                       | Other             | 148.00     |
| Apple, Inc.                              | Technology        | 115,656.00 |
| BEST                                     | Pupil Services    | 19,030.20  |
| Biaggio, Connie                          | Mileage           | 464.95     |
| BioRAD                                   | Supplies          | 987.70     |
| BlueCross BlueShield                     | Health Insurance  | 190,902.94 |
| Brain Pop                                | Software          | 230.00     |
| CAERT, Inc                               | E-books           | 1,239.96   |
| Canon Financial Services                 | Lease             | 1,219.44   |
| Capital Business Systems, Inc            | Lease             | 205.47     |
| Card Services                            | Maintenance       | 23.79      |
| CDWG                                     | Technology        | 9,069.40   |
| Central Nebraska Rehabilitation Services | Pupil Services    | 1,120.00   |
| CEV                                      | Software          | 850.00     |
| City of Seward Utility Dept              | Utilities         | 19,457.61  |
| Commercial Restoration Group             | Maintenance       | 760.00     |
| Committee for Children                   | Books             | 459.00     |
| Computers Etc.                           | Technology        | 1,216.98   |
| Cornhusker International                 | Transportation    | 1,895.43   |
| Culligan                                 | Maintenance       | 35.00      |
| DAS State Accounting                     | Distance Learning | 229.32     |
| Dietze Music                             | Supplies          | 100.20     |
| Discount School Supply                   | Supplies          | 188.19     |
| Edgenuity                                | Legacy Grant      | 5,495.00   |
| ESU 6                                    | ESU Expense       | 87,092.33  |
| ESU Coordinating Council                 | Staff Dev.        | 595.78     |
| Educational Innovations Inc              | Supplies          | 40.95      |
| Edvotek                                  | Supplies          | 101.95     |
| Evan-Moor                                | Books             | 100.91     |
| Explore Learning                         | Software          | 875.00     |
| Farmers Cooperative                      | Maintenance       | 415.86     |
| Flinn Scientific                         | Supplies          | 514.48     |
| Futureware                               | Technology        | 36,878.00  |
| G & P Development Landfill               | Maintenance       | 64.46      |
| Geddes                                   | Supplies          | 557.92     |
| Goodheart Wilcox                         | Textbooks         | 3,515.07   |

**SCHOOL DISTRICT OF SEWARD  
PROPOSED WARRANTS  
JULY 13, 2020**

|                               |                  |           |
|-------------------------------|------------------|-----------|
| Grainger                      | Maintenance      | 205.80    |
| H & H Plastics                | Supplies         | 384.40    |
| Home Depot Pro                | Maintenance      | 3,071.48  |
| Houghton Mifflin              | Textbooks        | 19,921.56 |
| Interstate All Battery Center | Maintenance      | 2,711.45  |
| iResQ                         | Tech. Repairs    | 1,330.00  |
| JCI Industries, Inc           | Maintenance      | 2,697.75  |
| John Deere Financial          | Maintenance      | 196.70    |
| JourneyEd                     | Software         | 5,016.95  |
| JWPepper                      | Books            | 178.76    |
| Kami                          | Legacy Grant     | 1,485.00  |
| Kathleen A. Laughlin          | Garnishment      | 102.00    |
| K-Log                         | Furniture        | 12,225.25 |
| KSB School Law                | Legal Fees       | 412.50    |
| Lakeshort Learning            | Supplies         | 910.59    |
| Madison National Life         | LTD Ins.         | 2,583.08  |
| Make Music                    | Subscription     | 80.00     |
| Matheson                      | Supplies         | 414.15    |
| Mattice Lock & Safe           | Maintenance      | 465.60    |
| Jan Meehl                     | Pupil Services   | 703.35    |
| Memorial Health Care Systems  | Transportation   | 189.00    |
| Midwest Auto Parts            | Transportation   | 159.56    |
| Midwest Automotive, Inc       | Transportation   | 209.49    |
| Nantkes, Jen                  | Pupil Services   | 710.12    |
| Nasco                         | Supplies         | 525.30    |
| NCS Pearson                   | Supplies         | 244.75    |
| NACIA                         | Dues & Fees      | 30.00     |
| Nebraska Equipment            | Maintenance      | 231.02    |
| Nebraska Library Commission   | Software         | 2,625.29  |
| Nebraska Safety Center        | Transportation   | 125.00    |
| OMNI Behavioral Health        | Title I          | 4,918.00  |
| One Call Now                  | Technology       | 2,251.13  |
| One Source                    | Admin. Expense   | 135.00    |
| O'Reilly                      | Transportation   | 307.85    |
| Oriental Trading Co           | Supplies         | 835.53    |
| Pac N Save                    | Postage          | 55.96     |
| Paper Tiger                   | Business Support | 30.00     |
| Pay Flex                      | Section 125      | 173.40    |
| Pitney Bowes                  | Postage          | 760.59    |
| Pitsco Education              | Equipment        | 695.00    |
| Plickers                      | Subscription     | 143.76    |
| Positive Physics LLC          | Subscription     | 149.00    |
| PowerSchool                   | Cares Act        | 7,266.19  |
| Pro-Ed                        | Books            | 148.50    |
| Quill                         | Supplies         | 49.48     |
| Realityworks                  | Supplies         | 739.70    |
| Really Good Stuff             | HAL              | 1,223.07  |
| Research Press                | Supplies         | 289.17    |
| Reed Electric                 | Maintenance      | 459.52    |
| Remedia Publications          | Books            | 224.89    |

**SCHOOL DISTRICT OF SEWARD  
PROPOSED WARRANTS  
JULY 13, 2020**

|                                  |                   |                     |
|----------------------------------|-------------------|---------------------|
| Riverside Insights               | HAL               | 202.95              |
| Rockler                          | Equipment         | 1,849.88            |
| Sack Lumber                      | Maintenance       | 42.00               |
| Saturnian Inc                    | Supplies          | 359.26              |
| Savvas Learning Company          | Books             | 376.58              |
| Scholastic                       | Title I/Homeless  | 61.17               |
| School Outlet                    | Furn. & Equip.    | 223.74              |
| School Specialty                 | Furn. & Equip.    | 1,339.80            |
| Seesaw                           | Legacy Grant      | 2,970.00            |
| Seward County Independent        | Advertising       | 620.37              |
| Seward Lumber                    | Maintenance       | 587.44              |
| Sherwin Williams                 | Maintenance       | 416.30              |
| Software Unlimited               | Business Support  | 3,700.00            |
| SpeechCorner                     | Supplies          | 94.91               |
| Sphero                           | Supplies          | 162.65              |
| Staples                          | Furniture         | 259.99              |
| Suhr & Lichty                    | Insurance         | 746.00              |
| Supply Master                    | Technology        | 317.40              |
| Symmetry                         | Utilities         | 2,762.29            |
| Teacher Direct                   | Supplies          | 267.02              |
| Teacher Innovations, Inc         | Subscription      | 27.00               |
| Teaching Strategies              | Subscription      | 956.00              |
| Telecky, Marty                   | Transportation    | 16.00               |
| Time Warner Cable                | Phone             | 99.98               |
| Truck Center Companies           | Transportation    | 148.35              |
| Turnitin                         | Software          | 2,255.00            |
| Twin Rivers Urgent Care          | Transportation    | 190.00              |
| Uline                            | Maintenance       | 113.75              |
| Unite Private Networks           | Distance Learning | 1,401.04            |
| UNUM                             | Life Ins.         | 522.00              |
| Uribe                            | Services          | 1,818.00            |
| USAD                             | HAL               | 1,053.14            |
| US Cellular                      | Legacy Grant      | 126.93              |
| US Toy Co                        | Supplies          | 219.57              |
| UZBL LLC                         | Technology        | 1,198.00            |
| Verizon                          | Telephone         | 161.50              |
| Virco                            | Furn & Equip      | 8,077.76            |
| Ward's Science                   | Supplies          | 739.89              |
| WaterLink                        | Maintenance       | 270.00              |
| Wells Fargo                      | Supplies          | 892.70              |
| West Music                       | Books             | 3,636.93            |
| Windstream                       | Telephone         | 2,110.27            |
| Woodwind & Brasswind             | Books             | 1,922.50            |
| <b>TOTAL GENERAL FUND CLAIMS</b> |                   | <b>1,527,837.45</b> |



**SCHOOL DISTRICT OF SEWARD  
PROPOSED SPECIAL BUILDING FUND CLAIMS  
JULY 13, 2020**

|                               |                        |                   |
|-------------------------------|------------------------|-------------------|
| <b>BOCKMANN INC</b>           | <b>HS ASBESTOS</b>     | <b>9,345.00</b>   |
| <b>TRANE</b>                  | <b>ELEMENTARY HVAC</b> | <b>85,000.00</b>  |
| <b>CLARK ENERSEN PARTNERS</b> | <b>HS RENOVATIONS</b>  | <b>2,810.00</b>   |
| <b>CHEEVER CONSTRUCTION</b>   | <b>HS RENOVATIONS</b>  | <b>190,030.50</b> |
|                               | <b>TOTAL</b>           | <b>287,185.50</b> |

**SCHOOL DISTRICT OF SEWARD  
PROPOSED DEPRECIATION FUND CLAIMS  
JULY 13, 2020**

|                                    |                      |                         |
|------------------------------------|----------------------|-------------------------|
| <b>M &amp; O DOOR PRODUCTS</b>     | <b>HS DOORS</b>      | <b>22,840.00</b>        |
| <b>PERRY REID CONSTRUCTION LLC</b> | <b>HS FIRE ALARM</b> | <b>41,287.50</b>        |
| <b>TOTAL</b>                       |                      | <b><u>64,127.50</u></b> |